From: abc1123@gmail.com To: sscc3@gmail.com Sub: Thank you

Greeting of the days

Respected sir,

allowing me to take on a new role and new responsibilities. Your

I am writing to express my sincere appreciation for you

ceaseless support has helped me to grow as a professional, learn new skills

and gain confidence in my field. I am grateful for all the advice and

guidance you have given me along the way.

I am looking forward to collaborating more with you in the

advancing the vision of the company. It's fulfilling to work for a

company with such a positive and welcoming atmosphere. I value this opportunity and will do my best to fulfill the duties.

Thank you again and I hope you have a great weekend.

Sincerely, abcd

future and

greeting of the day

I am writing to offer our deepest apologies for the incorrect information

responsibility for the mistake and understand the frustration and inconvenience

it may have caused you.

We have conducted a thorough internal review to identify the root cause of the error. We have also implemented additional quality control measures

special discount. This should serve as a token of our appreciation for your

If you have any further questions or concerns, please do not hesitate to reach out to our dedicated customer support team at

Warm regards, managing staff

Sub: salary increment

Respected sir,

request a

I hope this letter finds you well. I am writing to formally salary increment. I have been with Trycen Infotech for 3

thoroughly enjoyed contributing to the company's success.

years and have

In my time here, I have taken on additional responsibilities, consistently met and exceeded my performance targets,

and played a key role in shaping how our clientele's retention has increased. Given my

15% salary increment, which I believe reflects my dedication and commitment to

contributions and the industry standards, I kindly request a

This increase will motivate me to continue delivering exceptional results

and benefit Trycen by retaining talent and fostering a culture of reward and recognition. I look forward to discussing this further

Thank you for considering my request.

(4)

I hope you're doing well. I regret to inform you that I will be

resigning from my position as graphic designer at zypo

Dear sir,

circumstances requiring immediate attention. I am committed to making

Sincerely,

Amit patel

company.

this transition

gets waived

Sincerely,

jb

Sub: resignation

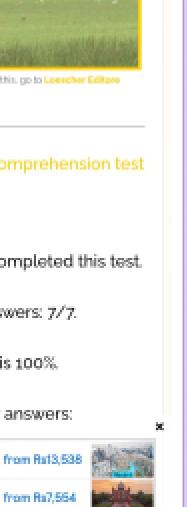
Thank you for the understanding and support I have received here.

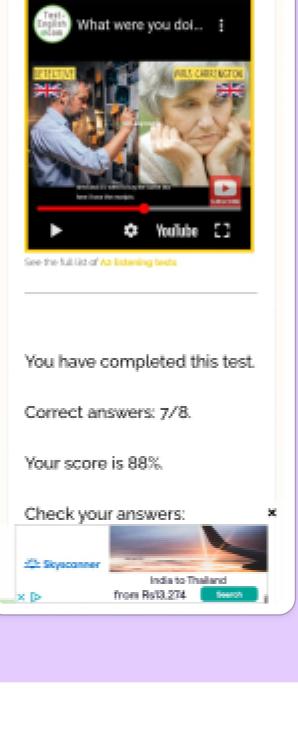
as seamless as possible. I will be glad if my notice period

off as I have been a part of this organization only for a short

We appreciate your business and have been proud to call

Score





9 9 9 Sal 🖭

Sub: apologies Dear sir,

provided in our recent communication. We take full

to prevent similar occurrences. To make things right, we would like to offer you some

understanding and patience.

www.hhnp.com. We are here to assist you in every matter.

Trycen Infotech.

and am open to any discussions or feedback you may have.

My decision to resign comes due to unforeseen personal

period of time and I am still on my probation. Looking forward to hear from you.

(5)

continue to invest with Capital Company. However, in order

to do so, we need you to update your investor account and

If you have any questions about the update or how we keep

authorize two-factor authentication. This is to protect

your sensitive data and ensure security compliance.

authentication by October 1, your account will be put

your data safe, please respond to this email. If you are unable to update your account and authorize two-factor

on hold until you complete the update.

to continue investing with you. Your friendly, XYZ

For more videos like this, go to Leescher Editore

You have completed this test.

Listening comprehension test

Sub: Urgent reminder Dear sir, you "one of ours" for the past three years. We hope you'll

Thank you so much for your cooperation—we are excited

2≆ st-english.com

12: Skysconner

Correct answers: 7/7. Your score is 100%. Check your answers: