

# 1. Thank you Email

**Subject:** Thank You for Approving My Leave Request

Dear Ronak Patel,

I would like to sincerely thank you for approving my leave request from 13/Dec/2022 to 19/Jan/2023. I truly appreciate your understanding and support in this matter.

I will ensure that all pending tasks are handled efficiently before my leave, and I will remain reachable in case of any urgent matters during this period.

Thank you once again for your consideration and support.

Warm regards,  
Jay D. Sathavara  
Junoir Developer

# 2. Letter of Apology

**Subject:** Apology for Uninformed Absence Due to Illness

Dear Ronak Patel,

I hope you are well. I am writing to sincerely apologize for my absence from work for three days without prior notice. I was unwell due to a sudden onset of high fever, which made it difficult for me to communicate with you in time.

I understand the importance of keeping you and the team informed, and I deeply regret any inconvenience my absence may have caused. Please rest assured that I will take steps to ensure better communication in the future, even during unforeseen circumstances.

Thank you for your understanding, and I appreciate your consideration of my situation.

Warm regards,  
Jay D. Sathavara  
Junior Developer

# 3. Asking for a Raise in Salary

**Subject:** Request for Salary Review

Dear Ronak Patel,

I hope you are well. I am writing to formally request a review of my current salary. Over the past two years serving as a Junior Developer, I have not only fulfilled my core responsibilities but also taken on additional tasks such as managing projects and interns, ensuring the timely completion of projects, often ahead of deadlines.

Given my contributions to the team and my growing responsibilities, I believe it is the right time to discuss an adjustment in my compensation. I am confident that the work I have delivered has positively impacted our department and company, and I remain committed to maintaining the same level of dedication and excellence.

I would appreciate the opportunity to discuss this matter further and explore how my current role and performance can be reflected in my compensation.

Thank you for your consideration, and I look forward to your feedback.

Kind regards,  
Jay D. Sathavara  
Junior Developer

## **4. Email to Your Boss About a Problem**

**Subject:** Reporting Inappropriate Behaviour by Senior

Dear Ronak Patel,

I hope this message finds you well. I am writing to bring to your attention a matter that has been troubling me. Over the past 2 months, I have experienced inappropriate behaviour from Rajnish Savaliya in the form of ragging. This behaviour has created an uncomfortable and distressing work environment for me.

I understand the importance of maintaining a respectful and professional atmosphere at work, and I believe it is necessary to address this issue before it escalates further. I would appreciate your guidance and support in handling this matter discreetly and appropriately.

Thank you for your attention to this matter, and I am confident that with your help, we can ensure a positive and respectful working environment for everyone.

Sincerely,  
Jay D. Sathavara  
Junior Developer

## **5. Resignation Email**

**Subject:** Resignation Letter

Dear Ronak Patel,

I hope this message finds you well. After careful consideration, I have decided to submit my resignation from my position as Junior Web Developer at I Vision Infotech, effective 05/May/2024.

This decision has been difficult, but I believe it is the right time for me to seek new opportunities that align with my goals for professional growth, a better salary, and the chance to explore something new in my career.

I want to express my sincere gratitude for the support and opportunities I've received during my time here. It has been a privilege to work with such a talented team, and I have gained invaluable experience. I will ensure that the transition is as smooth as possible and am happy to assist with the handover of my responsibilities.

Thank you again for the opportunity to contribute to I Vision Infotech, and I look forward to staying in touch.

Warm regards,  
Jay D. Sathavara  
Junior Developer