

Email 1

Subject: asking for a raise in salary

respected darshan sir

I hope this message finds you well. I am writing to formally request a review of my current salary. Over the past six months, I have taken on additional responsibilities and have made significant contributions to our team and the company as a whole. Some of my key achievements include:

"Successfully led the project that resulted in a 20% increase in efficiency."  
"Implemented a new system that reduced costs by 15%."

In light of these contributions and my commitment to the success of our team, I believe it is appropriate to discuss a salary adjustment that reflects my current role and responsibilities. I have also researched industry standards and found that my current compensation is below the average for similar positions in our field.

I would appreciate the opportunity to discuss this matter further and explore the possibility of a salary increase. Please let me know a convenient time for you to meet. Thank you for considering my request. I look forward to our conversation.

Best regards,

Kacha Dharmik

Email 2

Subject: Thank You email

respected darshan sir,

I hope this message finds you well. I wanted to take a moment to express my heartfelt thanks for, "your support during the recent project," "the valuable advice you provided," "taking the time to meet with me," etc.

Your "kindness" made a significant difference, and I truly appreciate the effort you put in.

Thank you once again for your generosity and support. I look forward to "working together again," "staying in touch,".

Best regards,

Kacha Dharmik

Email 3

Subject: Apology

respected darshan sir,

I hope this message finds you well. I am writing to sincerely apologize for "my behaviour during our last meeting," "missing the deadline," "the misunderstanding regarding our project," etc.

I understand that my actions may have caused "inconvenience," etc, and I take full responsibility for that. It was never my intention to , "create any discomfort," "let you down," etc, and I regret any negative impact it may have had.

I value our collaboration, etc. and I am committed to making things right. If applicable, mention any steps you are taking to rectify the situation or prevent it from happening again.

Thank you for your understanding and patience. I appreciate the opportunity to address this matter, and I hope we can move forward positively. Best regards,

Kacha Dharmik

Email 4

Subject: Reminder email

respected darshan sir,

I hope this message finds you well. I wanted to send a friendly reminder regarding birth date,

If you have any questions or need further information, please feel free to reach out. I appreciate your attention to this matter and look forward to. Thank you!

Best regards,

Kacha Dharmik

Email 5 Subject: Resignation email; - Kacha

Dharmik

respected darshan sir,

I hope this message finds you well. I am writing to formally resign from my position as web designer at DC company of web designing, effective Last Working Day.

This decision was not easy, and it took a lot of consideration. I am grateful for the opportunities I have had during my time at DT graphic designing company. I have learned a great deal and have enjoyed working with you and the team. I appreciate the support and guidance you have provided me throughout my tenure.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this transition period.

Thank you once again for the opportunity to be a part of DT graphic designing. I look forward to staying in touch, and I wish you and the team continued success. Best regards,

Kacha Dharmik