Letter of Apology

To: ashok.kumar@fake.com

Subject: Apologies for Missed Deadline

Dear Mr. Ashok Kumar,

I hope this message finds you well. Please accept my apologies for missing the deadline for **project xyz**. I understand the importance of this project and the impact this delay may have caused.

Unfortunately, due to some requirements or changes to the project's scope, I was unable to complete the project on time. I will take full responsibility for the delay and apologise for any inconvenience caused.

Please know I am actively working to complete the task at the earliest. I am making sure this won't occur again. Please rest assured, I will update you on the progress by **15 march 2025**.

Thank you for your understanding, and I appreciate your patience.

Best regards,
Kapil Bhati
Developer Team Lead
Contact:- 8094xxxxxx

Thank you Email

To: ayushsolanki@fake.com

Subject: Thank you for your support

Dear Ayush,

I wanted to take a moment to thank you for your guidance and support since I joined the team. Your patience and willingness to share your knowledge have been incredibly helpful as I've settled into my role.

I truly appreciate the time you've taken to help me learn and grow. Your leadership has made a big difference in my ability to contribute effectively, and I'm grateful for the opportunity to be part of the team.

Thanks again for everything.

Best regards,
Kapil Bhati
junior developer
Contact:- 8094xxxxxx

Resignation Letter

To: ashok.kumar@fake.com

Subject: Resignation Notice

Dear Mr. Ashok Kumar,

I hope you are doing well. I am writing to formally resign from my position as senior developer at xyz Technologies.

This decision has not been an easy one, but after careful consideration, I believe it is the right step for my personal and professional growth. I have enjoyed my time here and am grateful for the opportunities to grow and collaborate with such a talented team.

Please let me know how I can assist during the transition period to ensure a smooth handover of my responsibilities.

Thank you once again for the opportunity. I look forward to staying in touch and wish the team continued success.

Best regards,
Kapil Bhati
Senior Developer
Contact:- 8094XXXXXX

Reminder Email

Subject: Reminder: Project XYZ Deadline on 25th March 2025

Dear Team,

I hope you're all doing well. I'd like to remind everyone that the deadline for **Project XYZ** is quickly approaching on **25th March 2025**.

Please make sure that all assigned tasks are on track and that we are aligned to meet this deadline. If you encounter any obstacles or require additional support, feel free to reach out to me.

Let's ensure that we deliver quality work on time. I appreciate everyone's hard work and dedication to this project.

Best regards,
Kail Bhati
Developer Team Lead
Contact:- 8094xxxxxx

Asking for a Raise in Salary

To: ashok.kumar@fake.com

Subject: Request for Salary Increment

Dear Mr. Ashok Kumar,

I hope you are doing well.I am writing to formally request a review of my current salary. Having been part of [Company Name] for the past **two years**, I have consistently taken on increasing responsibilities and contributed to the growth and success of our team.

During my time here, I have:

Delivered high-priority projects on time with top quality.
Improved internal processes, reducing turnaround time.
Mentored new team members for faster onboarding.
Solved problems that boosted client satisfaction.
Consistently met and exceeded performance goals.

Considering my contributions and the responsibilities I handle, I would like to kindly request a salary revision. With a current salary of ₹35,000, I am seeking a **60% increment**, which I believe aligns with my performance, dedication, and the value I bring to the company.

I am confident that my continued hard work and commitment will keep adding value to our team. I would greatly appreciate the opportunity to discuss this further at your convenience.

Thank you very much for your time and consideration.

Best regards,
Kapil Bhati
Software Developer Engineer
Contact:-8094xxxxxx