

To



From kashishrana1225@gmail.com



Apology for Missed Project Deadline

Respected Sir

I hope you're doing well.

I would like to sincerely apologize for not being able to deliver the project within the expected timeline. I understand the importance of deadlines and how delays can affect overall planning and progress.

While I am unable to share specific reasons, I take full responsibility for the delay. I am working to complete the pending work as soon as possible and have taken steps to ensure this does not happen again.

Thank you for your patience and continued understanding.

Best regards,

Kashish Rana

Project Coordinator

Aesthetix Solutions Pvt. Ltd.

To



From kashishrana1225@gmail.com



Formal Resignation Notice

Respected HR Team,

I hope this message finds you well.

I would like to formally resign from my position as Project Coordinator at Aesthetix Solutions Pvt. Ltd. My last working day will be as per the notice period mentioned in my contract.

I truly appreciate the opportunities, support, and learning I have received during my time here. It has been a valuable experience both personally and professionally.

I will ensure a smooth handover of my responsibilities and am happy to assist during the transition process.

Thank you once again for your guidance and understanding.

With respect,

Kashish Rana

To



From kashishrana1225@gmail.com



Request for Salary Raise

Respected Sir,

I hope you are doing well.

I am writing to kindly request your consideration for a raise in my salary. Over the past few months, I have consistently fulfilled my responsibilities and contributed to the success of ongoing projects with dedication and sincerity.

I would be grateful for an opportunity to discuss this further at your convenience.

With respect,

Kashish Rana

Project Coordinator

Aesthetix Solutions Pvt. Ltd.

To



From kashishrana1225@gmail.com



Thank You for a Successful Project Completion

To All Concerned,

On behalf of our team, sincere thanks for the trust and collaboration extended throughout the project. We're pleased to share that it was completed on time, and the smooth coordination between both teams made this success possible.

We truly value this partnership and look forward to future collaborations.

Best regards,

Kashish Rana

HR Executive

Aesthetix Solutions Pvt. Ltd.

To



From kashishrana1225@gmail.com



Request for Project Information

Respected HR Team,

I hope you are doing well.

I'm writing to request details regarding the ongoing project assigned to our team — including current status, resource allocation, and any HR-related support or documentation required.

Kindly share the information at your earliest convenience. Please let me know if anything is needed from my side.

With appreciation,

Kashish Rana

Project Coordinator

Aesthetix Solutions Pvt. Ltd.