

Subject : Thank you for giving opportunity

Respected sir,

I hope this message finds you well.

Sincerely thanks for giving me opportunity to work on the project with your team. I am genuinely excited about this new project and look forward to contributing as much as I can.

Thank you once again for your trust and support. Please let me know if there are any other information or steps needed from my end.

Best Regards,

Lucky Tiwari

Contact: 8990883881

Subject: Apology for missing the meeting

Respected sir,

I hope this message finds you well.

I am writing to apologize for not attending the meeting scheduled on 15/09/2024 at 9:00 am. I understand the importance this meeting and regret any problem may have caused.

The reason is not attending the meeting is that I experienced a personal emergency. I should have communicated this earlier and take full responsibility.

Thank you for your understanding and I apologize once again.

Best regards,

Lucky Tiwari

Contact:8990988987

Subject: Request for Salary increment

Dear Manager,

I hope this message finds you well.

As you know, over the past 6 months, I have taken new more responsibilities in the company and I believe my contributions have positively impacts in the team.

So, the work I am doing deserves more recognition and because of that I would like to discuss an adjustment to my salary.

Thank you for considering my request. I look forward to our discussion.

Best Regards,

Backend Developer

Lucky Tiwari

Contact:8990988882

Subject: Requesting boss for help in new project

Dear Prashant sir,

I hope this message finds you well.

I am writing this to you as I have some issues in the new project you have given to me. As I tried many times I am facing the same issues so I need your valuable guidance.

If you have time, could we arrange a brief meeting and discuss about the project or you can give feedback via email. I would appreciate your input on this new project.

Thank you in advance for your support. And I am very much excited about the further meeting.

Best Regards,

Lucky Tiwari

Backend Developer

Contact: 9016313945

Subject: Resignation from web developer post

Dear Sir,

I hope this message finds you well.

I am writing to formally resign from my position as web developer in the company.

Recently, I have been offered a new job opportunity which is I think is suitable for my long term career goals so I decided to accept it. Over the next 2 weeks, I will ensure that I am available to assist with any queries or training replacement needs.

Thank you for your guidance and support during my tenure.

Sincerely,

Lucky Tiwari.