**1.Thank You E-mail for job offer**

**From**: madhurikothawade95@gmail.com

**To**: The Manager

**Subject**: Thank You and Acceptance

Dear Sir/Madam,

This is Madhuri Kothawade. Thank you so much for offering me the position of Software Developer at ABC Pvt.Ltd. I am very excited to accept this opportunity.

I truly appreciate the time and effort you and the team invested in the interview process. I especially enjoyed learning about new job roles and I am confident that my skills will be a valuable asset to your company.

I confirm my start date of 21/09/2025 and look forward to contributing to ABC Pvt.Ltd.'s success.

Thank you again for this wonderful opportunity.

Best regards,

Madhuri Kothawade.

**2.Appology E-mail**

**From**: madhurikothawade95@gmail.com

**To**: The Manager

***Subject:*** Apology for delayed Project Status Update

Dear Sir/Madam**,**

Please accept my apologies for the delay in sending this week’s project status report. A family emergency required my immediate attention yesterday afternoon, causing me to miss our regular update schedule.

The complete report is now attached. We remain on track with all major milestones. Moving forward, I’ve set up automated reminders and designated a backup person to ensure timely updates if similar situations occur.

Thank you for your understanding. Please let me know if you need any clarification about the attached report.

Best regards,  
Madhuri Kothawade.

**3.Reminder E-mail**

**From**: madhurikothawade95@gmail.com

**To**: abc@gmail.com

**Subject:**Looking forward to our call at 2 p.m. today

Hi XYZ,

I hope this email finds you well. I’d like to remind you about our status call this afternoon. I’m looking forward to discussing our progress on your renovation project and hearing your feedback.

If you need to reschedule our call, please do so by choosing another date and time in my calendar here: [link to calendar].

Best,

Madhuri Kothawade

ABC Pvt.Ltd.

**4. Email of inquiry for requesting information**

**From**: madhurikothawade95@gmail.com

**To**: The Manager

**Subject:** Salary Review Request

Dear Sir/Madam,

I hope this email finds you well. I am writing to formally request a review of my current salary.

Since joining ABC Pvt.Ltd. on 01/01/2024, I have been dedicated to my role as Jr. software Developer and have consistently strived to exceed expectations and contribute to the team's success. Over the past couple of months, I have taken on additional responsibilities to achieved significant results, including improving efficiency and leading the X project to success.

I have also conducted research into current industry salary benchmarks for similar roles in our area and believe a salary would be a fair reflection of my current contributions and the value I bring to the company.

I am very enthusiastic about my future at ABC Pvt.Ltd. and am committed to continuing to deliver high-quality work. I would be grateful for the opportunity to discuss this further with you at your earliest convenience.

Thank you for your time and consideration.

Best regards,

Madhuri Kothawade.

**5.** **Resignation Email**

**From**: madhurikothawade95@gmail.com

**To**: The Manager

**Subject:** Resignation Request

Dear Sir/Madam,

I hope you're doing well. I'm writing to notify you of my resignation from my position as Jr. Software Developer. My last day with ABC Pvt.Ltd. will be 01/10/2025.I've greatly enjoyed my time working with ABC Pvt.Ltd.  for the past 1.6 years.

I’m truly grateful for the opportunities the company has given me. I truly appreciate all the skills and knowledge that I have learned during this time, which will serve me well in the future. Being a part of such a great team has been amazing experience.

During my notice period, I will do my best to make the transition smooth and will ensure that all details and information remain available to the person taking my position.

I wish the company’s success in the future and intend to keep in touch.

Thank you.

Best regards,

Madhuri Kothawade.