**Professional Email Drafts**

1. Thank You Email

From:maheergani80@gmail.com

To: meetjain@gmail.com

Subject: Thanks for Your Support!

Hi Meet,

I just wanted to say a big thank you for your support during Assignment. Your

advice and encouragement really helped me push through, and I truly appreciate the time

you took to guide me.

It was great working with you, and I hope we get to collaborate again soon.

Best, Maheer

**2. Letter of Apology**

From: maheergani80@gmail.com

To : ketuchaudhry@gmail.com

Subject: Apologies for the Delay Dear Ketu Ma’am, I hope you're doing well. I want to sincerely apologize for the delay in submitting Assignment of Soft Skill. I understand it may have caused inconvenience, and I take full responsibility. There were some unexpected issues on my end, but I've made sure to sort them out and avoid any delays in the future. Thank you for your patience and understanding.

Best regards, Maheergani

**3. Reminder Email**

From:maheergani@gmail.com

To : [jaypatel123@gmail.com](mailto:jaypatel123@gmail.com)

Subject: Quick Reminder: Assignment Hi jay, Just a quick reminder about the statistics Assignment that's due by July 14, 2025.

Let me know if there's anything you need from me to get it done. Thanks for taking care of this!

Warm regards,

Maheer Gani

**4. Resignation Email**

From:maheergani80@gmail.com

To : [ketuchaudhary@gmail.com](mailto:ketuchaudhary@gmail.com)

Subject: Resignation Notice Dear Ketu Mam, I hope you're well. I wanted to let you know that I’ve decided to resign from my position at ITC, with my last working day being August 14 2025.

This wasn’t an easy decision because I’ve truly enjoyed working here and appreciate all the learning and support I’ve received. I’ll do my best to make the transition as smooth as possible before I leave. Thanks again for everything.

Warm regards,

Maheer Gani

**5. Asking for a Raise in Salary**

From:maheergani80@gmail.com

To : [ketuchaudhary@gmail.com](mailto:ketuchaudhary@gmail.com)

Subject: Request for Salary Review Dear Ketu Mam, I hope you're doing well. I wanted to take a moment to discuss the possibility of a salary review based on my contributions over the past 1 Year.

During this time, I’ve taken on additional responsibilities, consistently met deadlines, and contributed to Sales Performance Dashboard. I’m proud of the progress I've made and the value I’ve added to our team.

I would appreciate the opportunity to talk about the possibility of a raise and understand the criteria or process involved. Please let me know a convenient time to discuss this further.

Thank you for your time and continued support.