

Thank you Email

abc@gmail.com

Subject: Thank you for the Interview Opportunity

Dear sir/ma` ma,

I trust you're doing fine. I am reaching out about, Thank you for giving me the opportunity to attend the interview. I appreciate your time and for explaining the role and responsibilities.

It was a valuable experience, and I am interested in working with your organization. Please let me know if you need any further information from my side.

Thank you for your consideration.

yours sincerely

Letter of Apology

abc@gmail.com

Subject Letter of Apology

Dear sir/ma' ma,

I trust this you're doing well, I am reaching out about , I am writing this email to say sorry for my mistake, I understand that what I did was wrong, and truly regret it. I promise that i will be more careful in the future and will not repeat this mistake again. Please forgive me and give me a chance to improve.

Thank you for your understanding.

yours sincerely

Resignation of email

abc@gmail.com

Subject : Resignation of Job

Dear sir/ma'am,

I hope this message finds you well, please accept this email as formal notice of my resignation from my position at TCS, effective from 4 February 2026,in accordance with my notice period.

I am grateful for the opportunities and experience I have gained during my time with the organization, I appreciate the support and guidance provided by the team. I will ensure a smooth transition of my responsibilities and complete any pending work during my notice period.

Thank you once again for the opportunity, I wish the company continued success in the future.

sincerely

Asking for raise in salary

abc@gmail.com

Subject Raise in salary

Dear sir/ma'am,

I hope you've had a great day so far, I hereby would like to inform you that , I am writing to kindly request a review of my salary, I have been work sincerely and doing my best to complete my responsibilities properly. I believe my performance and efforts may be considered for a salary increase.

I'd appreciate your prompt attention to this matter.

sincerely

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Email for enquiry for requesting

abc@gmail.com

Subject Email for Enquiry – Internship

Dear sir/ma'am,

I hope you've had a great day so far, I hereby would like to inform you that , My name is Manohar Lal , I am a student pursuing Python Backend at Tops technologies. I am writing to enquire about internship opportunities at your organization.

I am keen to gain practical experience and would appreciate any information regarding available position and the application process.

looking forward to a prompt response.

best wishes,