

## **1) Thank you email**

From: [Johan@gmail.com](mailto:Johan@gmail.com)

To: mital@gmail.com

Subject: Thank You for Your Guidance.

Dear Sir,

I wanted to take a moment to express my sincere gratitude for the career guidance you provided me. Your insights and advice have been invaluable as I navigate my professional path.

I appreciate the time you took to share your experiences and suggestions, and I feel more confident in my decisions moving forward. Your support means a lot to me, and I am grateful to have you as a mentor.

Thank you once again for your guidance. I look forward to staying in touch.

From: [Johan@gmail.com](mailto:Johan@gmail.com)

To: mital@gmail.com

## **2) Letter of apology**

From: [Johan@gmail.com](mailto:Johan@gmail.com)

To: mital@gmail.com

Subject: Apology for Delay in Completing Work

Dear Sir,

I am writing to sincerely apologize for the delay in completing the work assigned to me. I understand the importance of adhering to deadlines and regret any inconvenience this may have caused you and the team.

The delay was due to unforeseen circumstances that I did not anticipate. I assure you that I am actively working to resolve the outstanding tasks and will prioritize their completion.

Thank you for your understanding and patience. I appreciate your support and will ensure to keep you updated on my progress.

Best regards,  
Mital baleja.

### **3) Reminder email**

From: [Johan@gmail.com](mailto:Johan@gmail.com)  
To: mital@gmail.com

Subject: Reminder: Upcoming College Fee Payment Due

Dear Student,

This is a friendly reminder that your college fees are due within the next 7 days. To avoid any late fees or disruptions to your enrollment, please ensure that your payment is submitted on time.

If you have already made your payment, please disregard this message. Should you have any questions or need assistance, feel free to reach out to the finance office.

From: [Johan@gmail.com](mailto:Johan@gmail.com)  
To: mital@gmail.com

### **4) Resignation email**

From: [Johan@gmail.com](mailto:Johan@gmail.com)  
To: mital@gmail.com

Subject: Resign to my position

I Hope this message finds you well. I am writing to formally resign from my position at mira infotech .

This decision was not easy, and I am grateful for the opportunities I've had to grow and learn during my time here. I appreciate your support and guidance, and I will do my best to ensure a smooth transition over the coming weeks.

Thank you once again for everything. I look forward to staying in touch.

Best regards,  
Mital baleja

## 5) **Asking for a raise in salary**

From: [Johan@gmail.com](mailto:Johan@gmail.com)  
To: mital@gmail.com

Subject: Request for Salary Review

Dear Manager,

I hope this message finds you well. I am writing to formally request a review of my current salary. Over the past 6 months I have taken on additional responsibilities and contributed to several successful projects, which I believe have positively impacted our team and the company.

I am committed to my role and continuously strive to add value. I would appreciate the opportunity to discuss a potential salary adjustment that reflects my contributions and market standards.

Thank you for considering my request. I look forward to your response.

Best regards,  
Mital baleja

