

mahaveer sinh

Letter to Apology

Dear Sir,

I am Mohan Singh, working in your organization as a Software Engineer . I am sincerely apologize for the sudden leave which i had taken yesterday but I forgot to inform you. But I have reason behind because their is a sudden medical emergency arise in my family due to that I won't be able to come office yesterday. I deeply regret for it once again and assure you that this will never happen again in future.

Thank you for your support.

With regards,
Mohan Singh

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Email for Inquiry for Requesting Information

Dear Sir,

I am Mohan Singh, working in your organization as a Software Engineer . I am writing this email to inform you that i need more information about the project that we had discussed yesterday evening .I need the following information mentioned below:

1. What will be the project timeline.
2. Please provide available resources or documentation.
3. Backend related information like what framework and database system going to be use.

Please provide the above information as soon as possible so that i can plan accordingly

Thank you for your time and consideration.

With regards,
Mohan Singh

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Resgination Email

Dear Sir,

I am Mohan Singh, working in your organization as a Software Engineer. I would like to inform you that I am resigning from the post of software engineer due to personal reason with effect from 31 July 2024.

Kindly Consider this email as my formal resignation notice and Provide the me the best possible relieving date

Thank you for your time and consideration.

With regards,
Mohan Singh

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Email for Salary Raising

Dear Sir,

I am Mohan Singh, working in your organization as a Software Engineer. I would like to express my gratitude for the opportunities and support I've received during my time at Brainvire Infotech Pvt Ltd. Over the past 18 months, I have successfully led the redesign of our WordPress platform, improved client satisfaction, and consistently met project deadlines. Given my contributions and the increased responsibilities I've taken on, I would like to request a review of my current salary. I believe an adjustment would better reflect the value I bring to the team and align with industry standards.

Thank you for your time and consideration.

With regards,
Mohan Singh

Thank you Email



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Thank you Email

Dear Sir,

I am Mohan Singh, working in your organization as a Software Engineer . I am writing this email to express my joys and feeling to you. Recently we had a appraisal meeting in which i get very good appraisal from your company. I am very grateful for your guidance and support which really helped me in my career. I am excited to take new challenges, contribute to our team's goals and add even greater value to the company.

Thank you once again for your time and consideration.

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With regards,

Mohan Singh