

# 1. Thank you Email

**Subject:** Thank You for Approving My Leave Request

**Dear Haresh sir,**

I hope this message finds you well. I wanted to express my sincere thanks for approving my leave request. I truly appreciate your support and understanding, and I am grateful for the time off.

If there is anything I need to address before my leave begins or if there are any updates I should be aware of during my absence, please feel free to let me know.

Thank you once again, and I look forward to returning and continuing to contribute to the team's success.

**Best regards,**

Akash kumar nagar

Emp Id : 2114

## 2. Reminder Email

**Subject:** Friendly Reminder: Request to Change Headphones

**Dear Haresh sir,**

I hope you're doing well. I just wanted to kindly follow up on my previous request regarding the headphones. As mentioned earlier, the current pair seems to be malfunctioning, and I would greatly appreciate it if they could be replaced at your earliest convenience.

Please let me know if you need any additional information from my side.

Thank you again for your attention to this matter.

**Best regards,**

Akash Kumar Nagar

Senior Technical Engineer

### 3.Asking for a Raise in Salary

**Subject:** Request for Salary Review

**Dear Haresh sir,**

I hope you're doing well. I would like to take this opportunity to formally request a review of my current salary. Over the past 12 months, i.e 2024 , I have taken on additional responsibilities and have consistently contributed to the success of the team and the company. I believe that my skills and contributions are now at a level where a salary adjustment would be appropriate.

I would be grateful for the opportunity to discuss this further and provide any additional context or information you might need. I am confident that we can reach a mutually beneficial arrangement, and I truly appreciate your consideration of this request.

Thank you for your time and understanding. I look forward to hearing from you.

**Best regards,**

Akash Kumar Nagar

Senior Technical Engineer

## 4.Resignation Email

**Subject:** Resignation Notice

**Dear Haresh sir,**

I hope you're well. I am writing to formally resign from my position as Senior Technical Engineer at Prayosha Food Pvt Ltd, with my last working day being [02/08/2024, typically two weeks from the date of the email unless otherwise specified in your contract].

This decision was not an easy one, as I have truly valued my time here and appreciate the opportunities for growth and development that the company has provided me. However, after careful consideration, I have decided to pursue a new opportunity that aligns with my long-term career goals.

I am grateful for your support and for the experiences I've had while working with you and the team. I will do my best to ensure a smooth transition during my remaining time here and am happy to assist in training a replacement or handing over my responsibilities.

Thank you again for the opportunity to be part of Prayosha Food Pvt Ltd . I have enjoyed working here and wish the company continued success in the future.

**Best regards,**

Akash Kumar Nagar  
Senior Technical Engineer

## 5.Email of Inquiry for Requesting Information

**Subject:** Inquiry Regarding Admin Access Rights

**Dear Haresh sir,**

I hope you're doing well. I am reaching out to inquire about the possibility of obtaining admin access rights for HO attendance. I believe that having these permissions would significantly enhance my ability to efficiently perform my responsibilities, particularly in making daily misscall reports and managing the flow of weekoff and assigning weekoff to the employees.

If there are any protocols or steps I need to follow, I would appreciate your guidance.

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

**Best regards,**

Akash Kumar Nagar  
Senior Technical Engineer