

Module 1

1. Raise in salary

Subject: Raise in salary

Dear sir,

I am writing to formally request a review of my current salary. I am proud of my contributions over the past two *year* and believe my performance warrants a compensation increase. I've consistently met and exceeded my goals, while also taking on additional responsibilities such as mentoring junior staff.

Considering these contributions and my market research for similar roles, I would like to request an adjustment to my annual salary to 12 lpa.

Thank you for your time and consideration.

Best regards,

Nikita

2. Thank you Email

Subject: Thank you for Bonus

Dear sir,

I would like to express my sincere gratitude for providing me for bonus this month. I must say, it's a happy surprise for me.

I feel motivated and appreciated for my dedication and efforts on the projects were recognized. Thank you for the bonus right before the holidays. I shall put it to good use for the festivities.

I am grateful for this generosity. Thank you so much.

Sincerely,

Nikita

3. Apology Email

Subject: Apology for late arrival

Dear sir, please accept my sincere apologies for arriving late to the office today. Due to unexpected traffic congestion, I was delayed by 40 minutes. I understand that punctuality is vital for our team's workflow. I take full responsibility for this delay and will ensure I leave early from home in the future to account for such unforeseen circumstances.

Thank you for your understanding.

Best regards,
Nikita

4.Resignation Email

Subject: Resignation from software tester role

Dear Sir,

I am submitting my formal resignation from my position as a Software Tester. My final day will be on 31st December to stay in accordance with my notice period.

I have recently been offered a new job opportunity that aligns with my long-term career goals, so I have decided to accept it. While I am excited about the next chapter in my career, I am also deeply grateful for the opportunities, experiences, and mentorship I have received here.

I will ensure a smooth transition of my responsibilities and be available to assist with any queries.

Sincerely,

Nikita

5.Inquiry of Requesting Information

Subject: Inquiry about Potable printer

Hi Mr.mehta,

I'm writing to you today to learn more about the portable printer. I came across it on your website and I am very interested to know its potential for printing documents at home.

To see if it's the right fit, could you please provide some additional details about it like its size, availability, warranty support and features.

Any information you can share would be greatly appreciated.
Thank you for your time.

All the best,

Nikita