

## Thank you Email

**From:** [nirmitraval79@gmail.com](mailto:nirmitraval79@gmail.com)

**To** : [vanshpatel1305@gmail.com](mailto:vanshpatel1305@gmail.com)

**Subject:** Thank You for the Opportunity

Dear Sir,

I hope this email finds you well. I wanted to take a moment to express my sincere gratitude for appointing me as a manager. I truly appreciate the trust and confidence you have placed in me for this role.

Your support and guidance mean a lot to me, and I am grateful for the opportunity to contribute to the team in this new capacity. I look forward to working closely with you and the team to achieve our goals and drive success.

Once again, thank you for everything. Please let me know if there's anything I can do for you.

Best regards,

Nirmit raval

## Letter of Apology

From: [nirmitraval79@gmail.com](mailto:nirmitraval79@gmail.com)

To : [vishal123@gmail.com](mailto:vishal123@gmail.com)

Subject: Sorry for Not Visiting You in the Hospital

Dear friend,

I hope you're doing well and recovering comfortably. I wanted to sincerely apologize for not being able to visit you at the hospital. I truly regret not being there to check on you in person, and I hope you understand that it was not my intention to miss the chance to see you.

Please know that you have been in my thoughts, and I am really looking forward to catching up with you soon. If there's anything I can do for you, please don't hesitate to let me know.

Wishing you a speedy recovery! Let's meet up as soon as you're feeling better.

Take care,  
Nirmit Raval

## Reminder Email

From: [nirmitraval79@gmail.com](mailto:nirmitraval79@gmail.com)

To : [karanraval@gmail.com](mailto:karanraval@gmail.com)

Subject: Reminder: Your Entrance Exam Coming Up

Dear Karan,

I hope you're doing well. I just wanted to remind you that your entrance exam is coming up soon. I know how hard you've been preparing, and I am very sure that you are doing great.

Make sure you have everything ready your exam details, required documents, and a good night's rest before the big day. If you need any help or support, just let me know.

Wishing you all the best. Stay focused and give it your best shot.

Take care,  
Nirmit

## Resignation Email

From : [nirmitraval79@gmail.com](mailto:nirmitraval79@gmail.com)

To : [rushik@gmail.com](mailto:rushik@gmail.com)

Subject: Resignation Notice

Dear sir,

I hope you are doing well. I am writing to formally submit my resignation from my position at CM Out Source, effective [Last Working Day:12 February , as per notice period].

This decision was not an easy one, but after careful consideration, I believe it is the right step for my personal and professional growth. I am truly grateful for the opportunities, support, and experiences I have gained during my time with CM Out Source. Working with you and the team has been a valuable and enriching experience.

I will do my best to ensure a smooth transition in my remaining time here. Please let me know how I can assist in handing over my responsibilities.

Thank you once again for your guidance and support. I look forward to staying in touch and hope our paths cross again in the future.

Best regards,  
Nirmit

## Asking for a Raise in Salary

From : [nirmitraval79@gmail.com](mailto:nirmitraval79@gmail.com)

To : [rushik@gmail.com](mailto:rushik@gmail.com)

Subject: Request for Salary Review

Dear sir,

I hope you are doing well. I am writing to formally request a review of my salary at CM Out Source. Over the past [mention duration, last year], I have dedicated myself to my role, consistently meeting and exceeding expectations while taking on additional responsibilities.

I truly appreciate the opportunities and support I have received in this role. Given my contributions, growth within the company, and the value I bring to the team, I would like to discuss the possibility of a salary adjustment. I believe this would be a fair reflection of my efforts and dedication.

I would appreciate the opportunity to meet at a convenient time to discuss this further. Please let me know when we can schedule a conversation.

Thank you for your time and consideration. I look forward to your feedback.

Best regards,  
Nirmit