**Thank you email :**

Dear Xyz,

I hope this email finds you well. I am writing this email to express my sincere gratitude for your guidance. Your thoughts and insights have been incredibly helpful to me and I truly appreciate the time and efforts you have given in help me.

I feel completely confident about moving into the direction you have shown. Next, I look forward to apply the advice and ideas you have given in my practical assignment.

Thank you once again for your guidance.

Best regards,  
Pinjal Modi

**Apology Email:**

Dear Xyz,

I hope you are doing well. I am writing this email to sincerely apologize for the mistake I made. I was not having any intention to cause you any inconvenience. I am completely responsible for my fault.

I have also taken immediate action to correct the situation. I assure you such behavior wont be repeated in future. Kindly do accept my sincere apology this time.

Once again I am really sorry.

Best regards,

Pinjal Modi

**Reminder Email:**

Dear Xyz,

I hope this email finds you well. I am writing this email to remind you about the maintenance amount we need to pay for our premises. Being a co-founder I am ready here with my part. We need to clear the outstanding amount ASAP to avoid penalty. For your convenience I have attached the details of the outstanding amount.

I hope you will take action immediately.

Thanking you,

With regards,

Pinjal Modi

**Asking for a raise:**

Dear Xyz,

I hope you are doing well. I wanted to take a moment to discuss the possibility of a salary increase. Over the past 1.5 years, I have worked hard and taken on additional responsibilities, and I truly enjoy being part of the team.

Considering my contributions and dedication, I would appreciate the opportunity to discuss a possible raise. Please let me know when we can have a conversation about this.

Looking forward to your response.

Best regards,

Pinjal Modi

**Resignation Letter:**

Dear Xyz,

With deep regret inside, I would like to inform you that I am resigning from my post from ABC Company.

Its been such a wonderful experience working in this company as I started my first IT job from here.

Honesty saying, I love to work here. The working environment is just awesome. In my last 5 years of work experience I have never work in such friendly and supportive environment.

Reason behind leaving this job is my personal growth. As being fresher in this field I am so much willing to learn new and different things. But I personally feel that here I wouldn't get that much opportunities which will fulfill my requirements.

My last day of work will be 9th June 2024. I wish the company to receive lots and lots of success in future.

Best regards,

Pinjal Modi