

Professional Email Drafts

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1. Thank You Email

Subject: Thanks for Your Support!

Hi Azim,

I just wanted to say a big thank you for your support during Assignment. Your advice and encouragement really helped me push through, and I truly appreciate the time you took to guide me.

It was great working with you, and I hope we get to collaborate again soon.

Best,

Prince

2. Letter of Apology

Subject: Apologies for the Delay

Dear Ketu Maam,

I hope you're doing well. I want to sincerely apologize for the delay in submitting Assignment of Soft Skill. I understand it may have caused inconvenience, and I take full responsibility.

There were some unexpected issues on my end, but I've made sure to sort them out and avoid any delays in the future. Thank you for your patience and understanding.

Best regards,

Prince Patel

3. Reminder Email

Subject: Quick Reminder: Assignment

Hi Azim,

Just a quick reminder about the statistics Assignment that's due by July 15, 2025. Let me know if there's anything you need from me to get it done.

Thanks for taking care of this!

Warm regards,

Prince Patel

4. Resignation Email

Subject: Resignation Notice

Dear Azim Sir ,

I hope you're well. I wanted to let you know that Ive decided to resign from my position at ITC, with my last working day being August 15 2025.

This wasnt an easy decision because Ive truly enjoyed working here and appreciate all the learning and support Ive received. Ill do my best to make the transition as smooth as possible before I leave.

Thanks again for everything.

Warm regards,

Prince Patel

5. Asking for a Raise in Salary

Subject: Request for Salary Review

Dear Azim Sir,

I hope you're doing well. I wanted to take a moment to discuss the possibility of a salary review based on my contributions over the past 6 Month.

During this time, Ive taken on additional responsibilities, consistently met deadlines, and contributed to Sales Performance Dashboard. Im proud of the progress I've made and the value Ive added to our team.

I would appreciate the opportunity to talk about the possibility of a raise and understand the criteria or process involved. Please let me know a convenient time to discuss this further.

Thank you for your time and continued support.

Warm regards,

Prince Patel