



From poddarronak2002@gmail.com



To  xyz@gmail.com



Thank You

Dear [Manager's Name]

I sincerely appreciate you taking the time to review and consider my request for a salary increase. I am grateful for the opportunity to contribute to the team's goals and for your continued support and guidance.

Thank you for recognizing my efforts and the value I bring to the organization. I remain committed to delivering high-quality work and growing further in my role.

Please let me know if there's any further information you need from my side.

Warm regards,
[Ronak Poddar]
[Software Developer]



To



xyz@gmail.com



Letter of Apology

Dear [Manager's Name / Company Name],

I am writing to express my deepest apologies for the error I made that resulted in the unfortunate loss of one of our valued clients. I fully acknowledge the seriousness of the mistake and the impact it has had on the company's business and reputation.

There is no excuse for the oversight on my part, and I take full responsibility for my actions. I deeply regret that my error has affected the trust the company has built with its clients, and I understand the consequences this has had for the team and the organization as a whole.

Once again, I sincerely apologize for the inconvenience and disappointment my mistake has caused.

Respectfully,
[Ronak Poddar]

8:46

2.00
KB/S



76%



From poddarronak2002@gmail.com



To



xyz@gmail.com



Subject : Inquiry Regarding project

Hello Ronak Poddar here and I hope you're doing well. I'm reaching out to request some information regarding our project. I'm currently working on a project, and any relevant details you could share would be greatly appreciated

Please let me know if there's a preferred time or method to discuss this further.

Thank you in advance for your time and support



From poddarronak2002@gmail.com



To



xyz@gmail.com



Subject : Request for Salary Review

Dear Sir,

I hope you're doing well. I wanted to take a moment to express my appreciation for the opportunity I've had to grow and contribute to the team. Over the past 2 years. I've taken on additional responsibilities and consistently delivered strong results, including many many Good projects.

Given this, I would like to request a review of my current salary. I believe a discussion around compensation would be appropriate, and I'd be grateful for the opportunity to speak with you at a convenient time.

Best regards
Ronak Poddar



From poddarronak2002@gmail.com



To



xyz@gmail.com



Resignation

Dear sir,

Hello sir please accept this notice of my resignation from this position. 31st July will be my last day of work in this company as web developer.

I appreciate the opportunity I received here as Web Developer and I am very happy about it. That I gain experience and knowledge here about Web Developer.

Thank you again for the opportunity to work with you . I wish the company continued success in the future.

Best regards
Ronak Poddar