

## THANK YOU EMAIL

**Subject:** Thank you for the interview

Respected Sir/Ma'am,

Thank you for taking the time to speak with me Yesterday about the Web Designing position at Preksha Tech. I truly appreciated the opportunity to learn more about the role and the exciting work your team is doing, especially new projects.

Our conversation further reinforced my enthusiasm for joining Preksha Tech. I'm particularly excited about opportunity to contribute to a growing and dynamic organization.

Please feel free to reach out if you need any additional information from me. I look forward to the possibility of working together and contributing to Pratiksha Tech continued success.

Thank you again for the opportunity and for your time.

Warm regards,

Princy Gohel

[mandaliaprincy123@gmail.com](mailto:mandaliaprincy123@gmail.com)

## LETTER OF APOLOGY

**Subject:** Sincere Apology for Missing the Meeting on October 6th due to my health issue

**Email Body:**

Respected Sir/Ma'am,

I want to sincerely apologize for not being present in the meeting. I understand the inconvenience this may have caused, and I regret any disruption or difficulty it brought to you or your team. Please know that I am taking steps to ensure this doesn't happen again.

I value our professional relationship and remain committed to maintaining the trust and reliability expected in our collaboration. If there's anything I can do to rectify the situation or support you moving forward, please don't hesitate to let me know.

Once again, I sincerely apologize and appreciate your understanding.

Warm regards,

Princy Gohel

## EMAIL ASKING FOR A STATUS UPDATE

**Subject:** Request for Status Update

Respected Sir/Ma'am,

I hope you're doing well. I'm reaching out to kindly request a status update on [brief description of the project, task, or request]. Please let me know if there are any updates or if you need anything further from my side.

Looking forward to your response.

Warm regards,  
Princy Gohel

## ASKING FOR A RAISE IN SALARY

**Subject:** Request for Salary Review

Respected Manager,

I hope you're well. I wanted to take the opportunity to formally request a review of my current salary. Over the past One Year, I've taken on additional responsibilities and consistently contributed to achievements, projects.

I believe my performance and the value I bring to the team warrant a discussion about aligning my compensation accordingly. I would appreciate the chance to meet and discuss this further at a convenient time for you.

Thank you for your time and consideration.

Best regards,  
Princy Gohel

# RESIGNATION EMAIL

**Subject:** Resignation Notice

Respected Manager,

I am writing to formally resign from my position as Web Designer at Pratiksha Tech, effective From next month.

This decision was not made lightly, and I am grateful for the opportunities and support I've received during my time here. It has been a valuable experience working with you and the team.

I will do my best to ensure a smooth transition and assist with any handover tasks as needed.

Thank you again for the opportunity. I hope to stay in touch.

Sincerely,

Princy Gohel