

## Thankyou E-mail

TO: [pritchhatrala@gmail.com](mailto:pritchhatrala@gmail.com)

Cc: [pritchhatrala1@gmail.com](mailto:pritchhatrala1@gmail.com)

Bcc: [pritchhatrala2@gmail.com](mailto:pritchhatrala2@gmail.com)

Subject : Thank You for the Opportunity

Dear Sir/Ma'am,

I am glade to have been selected for the Full-stack developers position at tops technologies. thank you for giving me this opportunity and trusting my abilities.

Thankyou...

## Letter of Apology

TO: [pritchhatrala@gmail.com](mailto:pritchhatrala@gmail.com)

Cc: [pritchhatrala1@gmail.com](mailto:pritchhatrala1@gmail.com)

Bcc: [pritchhatrala2@gmail.com](mailto:pritchhatrala2@gmail.com)

Subject : Apology for Delay in Submitting Monthly report

Dear Sir/Ma'am,

I hope this email finds you well. I apologize for the delay in submitting the monthly report. I understand the importance of that report, and I feel regret for Difficulty this delay may have caused.

The delay occurred due to additional research required. However, I take full responsibility and assure you that I am taking steps to manage my tasks more effectively moving forward.

Thank you for your understanding and patience.

Best regards,  
Prit chhatrala

## Reminder Email

TO: [pritchhatrala@gmail.com](mailto:pritchhatrala@gmail.com)

Cc: [pritchhatrala1@gmail.com](mailto:pritchhatrala1@gmail.com)

Bcc: [pritchhatrala2@gmail.com](mailto:pritchhatrala2@gmail.com)

**Subject:** Reminder: You're Invited to My Promotion Party

Hi Ashish,

I hope you're doing well! I just wanted to remind you about my promotion party. I do love for you to join me in celebrating this exciting party on 25-November-2024 at 11 O'clock at Rajkot. And you have come on that in traditional dress so Don't forgot that.

Best regards,  
Prit chhatrala

## Asking for a Raise in Salary

TO: [pritchhatrala@gmail.com](mailto:pritchhatrala@gmail.com)

Cc: [pritchhatrala1@gmail.com](mailto:pritchhatrala1@gmail.com)

Bcc: [pritchhatrala2@gmail.com](mailto:pritchhatrala2@gmail.com)

**Subject:** Request for Salary Adjustment

Dear sir/Ma'am,

I hope this email finds you well. I would like to take this opportunity to discuss my compensation in light of my contributions to the team and my performance over the last year.

Since joining Tops technologies, I have worked very hard on projects. I am proud of the work I've done, and I believe my contributions have positively impacted the team and the company's goals.

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

Best regards,

Prit Chhatrala

Full stack Developer

## Resignation Email

TO: [pritchhatrala@gmail.com](mailto:pritchhatrala@gmail.com)

Cc: [pritchhatrala1@gmail.com](mailto:pritchhatrala1@gmail.com)

Bcc: [pritchhatrala2@gmail.com](mailto:pritchhatrala2@gmail.com)

**Subject:** Notice of Resignation

Dear Darshan sir,

I am writing to formally resign from my position as Full stack Developer at Tops technologies.

This has been a challenging decision for me, as I have truly valued the opportunities to learn and grow professionally during my time at Tops technologies. I am especially grateful for your great support for learning and giving me a grateful experience.

Thank you for the trust and support you have shown me. I hope to stay in touch, and wishing the company continued growth and success!

Sincerely,

Prit Chhatrala

