

## 1.Thank you email:

To: Harry Sharma

Subject: Thank You for Your Support

Dear Harry mam,

I hope this message finds you well. I wanted to take a moment to sincerely thank you for your guidance. you've provided. Your special advice has made a significant difference and is greatly appreciated.

Working with you has been a pleasure, and I'm grateful for your professionalism and kindness. I look forward to continuing our collaboration and implementing your advice, etc.

Thank you once again for your generosity and support.

Best regards,

Akira Shah

Graphic Designer

## 2. Letter of apology:

To: Harry Sharma

Subject: Sincere Apologies

Dear Harry mam,

I hope you are doing well. I am writing to offer my sincerest apologies for [describe the mistake. I deeply regret any inconvenience or frustration this may have caused you.

Upon reflection, I understand the impact this has had and take full responsibility for the situation. Please know that I am taking steps to ensure this doesn't happen again.

Your understanding means a great deal, and I truly value our relationship. If there is anything more I can do to make things right, please don't hesitate to let me know.

Thank you for your patience and understanding.

Sincerely,

Akira Shah

Graphic Designer

### 3. Requesting a salary raise email:

To: Harry Sharma

Subject: Request for Salary Review

Dear Harry mam,

I hope you're doing well. I would like to formally request a review of my current salary. Over the past [time period. I have consistently strived to contribute to the success of our team and the company.

Given my contributions and the added responsibilities I've taken on, I believe my current compensation does not fully reflect the value I bring to the organization. I would appreciate the opportunity to discuss a salary adjustment that aligns with my role and performance.

I am confident that with my continued efforts, I can contribute even more to the future success of the company. I look forward to the opportunity to discuss this further and explore how we can continue to grow together.

Thank you for your time and consideration.

Best regards,

Akira Shah

Graphic Designer

## 4. Resignation email:

To: Harry Sharma

Subject: Resignation – [Your Name]

Dear Harry mam,

I hope you are well. Please accept this email as formal notice of my resignation from my position as A Graphic Designer at Roex pvt ltd.

This was not an easy decision, but after careful consideration, I believe this is the best step for my professional growth. I am deeply grateful for the opportunities and support I have received during my time here. I've learned a great deal and truly appreciate the experiences and relationships I've built.

I will do everything I can to ensure a smooth transition over the next month and assist in any way possible to make the handover process seamless.

Thank you again for the opportunity to be a part of Roex pvt ltd. wish you and the team continued success.

Sincerely,

Akira Shah

## 5. An introductory email to a new client:

To: Harry Sharma

Subject: Introduction to client

Dear Harry mam,

I hope this message finds you well. My name is Akira Shah, and I am Graphic Designer at Roex Pvt Ltd. I'm reaching out to introduce myself as your point of contact moving forward. I'm excited about the opportunity to work together and support you with Design your brand identity.

At Roex Pvt Ltd, we're committed to delivering exceptional design, and I'll be here to ensure your experience is seamless and productive. Please feel free to reach out to me anytime with questions, feedback, or if you need any assistance.

I look forward to working with you and helping your business achieve its goals.

Thank you , and I hope to connect with you soon.

Best regards,

Akira Shah

Graphic Designer

Phone: 98987 98987