

To

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Thank You for the Appraisal

Dear madam,

Thank you for taking the time to review my performance and for the valuable feedback during my appraisal. I appreciate your guidance and support, and I will work on the points discussed to continue improving my performance.

Thank you again for the opportunity and encouragement.

Kind regards,
Raj

To

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Apology for the Inconvenience

Dear friend,

Please accept my apologies for the inconvenience caused. I regret the situation and appreciate your patience and understanding. I will be more careful in the future to avoid such issues.

Thank you for your consideration.

Kind regards,
Raj

To

>

Inquiry Regarding

Dear Mam,

I hope this message finds you well. I am writing to kindly request additional information regarding your Soft Skill Program.

I would appreciate it if you could provide details about fees and timing duration of class. This information would help me better understand and plan accordingly. I look forward to your response.

Sincerely,
Raj

To

>

Salary Review Request

Dear
Manager

I would like to kindly request a discussion regarding a possible review of my salary based on my performance and contributions. Please let me know a convenient time to meet.

Thank you for your consideration.

Sincerely,
Raj



To

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Resignation Notice

Hi dear
Manager,

I hope you are doing well. I would like to inform you that I am resigning from my role as technician, with my last working day being 31/jan/2026

Thank you for the support and opportunities I've received during my time here. I have learned a great deal and truly appreciate the experience.

I am happy to help with the transition process. Wishing you and the team all the best.