

To



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



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,
Rajl

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



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.