

7:58



Request for resignation



me 7:57 PM

to xyz ▾



Dear Sir,

This email is to formally submit my resignation from my position as Data Analyst at ABC Solutions, effective August 1, 2025.

I am grateful for the opportunities for growth and the support I have received during my time here. It has been a valuable experience working with you and the team, and I appreciate the guidance and encouragement that have helped me develop professionally.

I will ensure a smooth transition and am happy to assist in handing over my responsibilities before my departure.

Thank you once again for the opportunity to be a part of ABC Solutions.

Best regards,

Rashi Bhagat

↩ Reply

➦ Forward



7:56



Request for Salary raise



me 7:55 PM

to xyz ▾



Dear Sir,

This email is to request a review of my current salary based on my contributions and responsibilities within the team.

Over the past one year, I have managed critical projects and consistently met which I believe have added value to the team and that I am committed to continuing to deliver quality work.

Considering my contributions and the increased responsibilities I have undertaken, I would like to request a discussion regarding a possible adjustment to my current salary.

Thank you for considering my request. I am open to discussing this at a time convenient for you.

Best regards,

Rashi Bhagat

Data Analyst

↩ Reply

➦ Forward



7:06



Request for Information Regarding Data Submission Timeline



me 7:06 PM

to xyz ▾



Dear Sir,

This email is to request information regarding the timeline and process for the data submission scheduled for this month. I would appreciate it if you could provide the relevant details or direct me to the appropriate person for this information.

Having this information will help me align my analysis work and ensure timely submission.

Thank you in advance for your assistance. Please let me know if any additional details are needed from my side.

Best regards,

Rashi Bhagat

↩ Reply

➦ Forward



7:03



Apology for sudden leave



me 7:03 PM

to xyz ▾



Dear Sir,

This email is to report my sincere apologies for taking sudden leave on 13th July without prior notice. I understand that my absence may have caused inconvenience to the team, and I regret any disruption it may have

I was unwell and unable to inform in advance. I assure you it was unintentional, and I will ensure to communicate promptly in such situations in the future.

Thank you for your understanding. Please let me know if there is any pending work I should prioritise to ensure smooth workflow.

Thank you

Rashi Bhagat

↩ Reply

➦ Forward



6:22



Thank you email



me 6:21 PM

to xyz ▾



This email is to report my sincere thanks for taking your time to guide me in my project. I truly appreciate your support and the time you took to help me.

Your guidance has helped me clarified my understanding of domain and has strengthened my confidence in handling projects and has helped me improve my presentation, and I am grateful for your assistance.

Thank you once again for your support. Please let me know if there is anything I can assist you with in the future.

Best regards,

Rashi Bhagat

↩ Reply

➦ Forward

