Name – Aarti Suthar

1. **Apology Email**

**Email Perspective**: As a Web Developer writing an apology email to the client Missing a Deadline.

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| **To** | Krishna978@gmail.com |
| **Cc** | Person |
| **Bcc** | Person |
| **Subject** | **Apology for Missing Deadline.** |
| **Subject:** Apologies for the Delay  Dear Soham Shah,  I wanted to reach out and apologize for not meeting the deadline for xyz project. I understand the importance of timely delivery and regret any inconvenience this may have caused.  The delay was due to some health issue, but I take full responsibility. I am now actively working to complete the task and expect to have it ready by 03.12.2024.  Thank you for your patience, and I assure you this won’t happen again. Please let me know if you'd like to discuss further.  Sincerely,  Priya Dave  Web Developer | |

1. **Reminder Email**

**Email Perspective**: As a project department head I am writing to a mid-senior-level manager asking about the reports on the implementation of the recent changes.

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| **To** | Krishna978@gmail.com |
| **Cc** | Person |
| **Bcc** | Person |
| **Subject** | **Reminder** - Infotech Project Reports Status |
| Respected Sir,  I hope you are doing well.  As we discussed in the earlier meeting on 16 Jan 2024, the deadline for the project Infotech is upcoming, and I’m yet to receive the reports regarding the recently updated changes in the project and their implementation status.  This deadline ( 20 dec 2024) is critical for the project's success. Your Action is needed within 24 hours.  To avoid any complications and delays, please address them at your earliest convenience.  Kindly email [abc123@gmail.com](mailto:abc123@gmail.com) if you have any queries or confusion. If there’s no blocker, please send the requisite information.  Best Regards  Kirtan kelvani  Project Department Head  Innovatech Systems | |

1. **Resignation Email**

**Email Perspective**: As a former employee writing a Resignation Notice email to the manager.

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| **To** | Krishna978@gmail.com |
| **Cc** | Person |
| **Bcc** | Person |
| **Subject** | **Resignation Notice:** From Aryan Mishra |
| Dear Riyan Patel,  I hope this emails find you well.  It is with mixed emotions that I am writing to formally resign from my position as **Frontend Developer** at **WebTrail Technologies**, effective [ **09 May 2024**, typically two weeks from the date of the email].  I have recently been offered a new job opportunity that aligns with my long-term career goals, and after careful consideration, I have decided to accept it. While I am excited about the next chapter in my career, I am also deeply grateful for the opportunities, experiences, and mentorship I have received at **WebTrail Technologies**.  Over the next [notice period], I will ensure a smooth transition of my responsibilities and be available to assist with any queries or training my replacement needs.  Thank you for your guidance and support during my tenure at **WebTrail Technologies**. I value the relationships I have built here and look forward to staying in touch.  Aryan Mishra  **Frontend Developer**  **WebTrail Technologies** | |

1. **Thank you Email**

**Email Perspective**: As the fresher thanking the boss for giving job opportunity.

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| **To** | Krishna978@gmail.com |
| **Cc** | Person |
| **Bcc** | Person |
| **Subject** | **Thank You for the Opportunity** |
| Dear Sir,  Thank you for the opportunity to discuss the Product Designer position at [Company Name]. I enjoyed learning more about the role and how I could contribute to your team.  Please let me know if you need any additional information. I truly appreciate your time and consideration.  Sincerely ,  Niharika Pandya  Product Designer  DevNova Web Studio | |

1. **Asking For Salary Raise  Email**

**Email Perspective**: As former employee asking the manager for a salary raise after meeting the highest performance standards.

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| **To** | Krishna978@gmail.com |
| **Cc** | Person |
| **Bcc** | Person |
| **Subject** | **Request for the Salary Upraised** |
| Dear Sir,  I hope your week has been great so far.  In my **4 years** at **SwiftCode Innovations as Product Manager**, I have been striving to positively impact our business. Based on my recent successes and contributions to the team, I’m writing to request a salary increase.  In the last **6 Months**, my hard work in several key areas has brought about notable results, including:    **Achievement 1**:  **Successful Product Launch**: The product has been launched successfully and meets market expectations.  **Achievement 2**:  **Revenue Growth:** Achieved [percentage] revenue growth through [specific initiatives] Achieved **6%** revenue growth through changes in the policy and terms and conditions.  Given this track record, I am confident that I’ve been performing above expectations and request that we review my compensation to ensure it aligns with my performance at **SwiftCode Innovations**.  I would love to schedule a meeting with you to discuss this matter further in person. Please let me know when you have time for a chat.  Thank you in advance for your time and consideration.Sincerely  Riva Mehra  Product Manger  SwiftCode Innovations | |