1. **Thank you Email**

**Subject:** Thank You for the Opportunity

**Dear Sir,**

I hope you are doing well.

I am writing to sincerely thank you for the opportunity you have given me. I truly appreciate the trust and confidence you have shown in me by inviting me to be part of the project.

This opportunity means a lot to me, and I am excited to contribute with dedication and enthusiasm. I am committed to giving my best and making the most out of this experience.

Thank you once again for your support and belief in my abilities.

**Warm regards,**  
Rupali Barchha  
9033292774

1. **Letter of Apology**

**Subject:** Apology for Late Submission

**Dear Sir,**

I hope you are doing well.

I am writing to sincerely apologize for the delayed submission of the assignment. I understand the importance of meeting deadlines, and I regret not being able to submit it on time.

The delay was due to unexpected personal circumstances, but I take full responsibility for not informing you earlier.

I have now completed and submitted the work, and I assure you that I am taking steps to avoid such delays in the future.

Thank you for your understanding, and I truly appreciate your patience and support.

**Sincerely,**  
Rupali Barchha  
9033292774

1. **Reminder Email**

**Subject:** Reminder: Submission of Assigned Project Work by 5/5/25

**Dear Sir,**

I hope this message finds you well.

This is a gentle reminder to submit the assigned project work by 5/5/25, as discussed earlier. Timely submission is important to ensure smooth evaluation and further progress.

Please make sure to complete and submit the work as per the given instructions. If you are facing any issues or need assistance, feel free to reach out before the deadline.

Thank you for your attention to this matter. Looking forward to your timely submission.

**Best regards,**  
Rupali Barchha  
9033292774

1. **Asking for a Raise in Salary**

**Subject:** Request for Salary Review

**Dear Sir,**

I hope you are doing well.

I am writing to formally request a review of my current salary. Over the past year, I have consistently strived to contribute positively to the team and take on responsibilities that go beyond my core role, including project leader.

Given my contributions and the value I bring to the organization, I would like to kindly request a consideration for a salary increase. I am committed to continuing to deliver high-quality work and to grow further within the company.

I would appreciate the opportunity to discuss this with you at a time convenient for you.

Thank you for your time and understanding.

**Sincerely,**   
Rupali Barchha  
9033292774

1. **Resignation Email**

**Subject:** Resignation Letter

**Dear Sir,**

I hope you are doing well.

I am writing to formally resign from my position at Tech.com, effective 1st June, 2025.

It has been a truly valuable experience working with Tech.com over the past three years.

I am sincerely grateful for the opportunities I’ve had to grow professionally, collaborate with an excellent team, and contribute meaningfully to our projects. I have learned a lot and will carry those lessons with me throughout my career.

Please let me know how I can assist in the transition process during my notice period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the support, encouragement, and experiences throughout my tenure here. I hope to stay in touch, and I wish the company continued success.

**Warm regards,**   
Rupali Barchha  
Manual Tester  
9033292774Top of Form

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