**1.Thank you Email**

**Subject:** Thank You!

Hi ravina parmar,

I hope this message finds you well. I wanted to take a moment to express my gratitude for your guidance during the project. Your support truly made a difference.

Your insights and expertise have been incredibly valuable to me, and I’m grateful for the time and effort you dedicated. It was a pleasure working with you and learning from your experience.

Once again, thank you for everything. I look forward to staying connected and collaborating in the future.

Best regards,  
shiwani borana

**2.** **Letter of Apology**

**Subject:** Sincere Apologies

Hi Preeti soni,

I want to sincerely apologize for missing the deadline I understand the impact this may have had, and I take full responsibility for my mistake.

Please know that I am working to address this issue and ensure it does not happen again.I’m making sure all details are double-checked going forward.

Once again, I deeply regret any trouble I’ve caused and appreciate your understanding. Please don’t hesitate to let me know if there’s anything more I can do to make things right.

Best regards,  
shiwani borana

**3.** **Reminder Email**

**Subject:** Friendly Reminder

Hi Aarti sing,

I hope you're doing well. I just wanted to remind you about our upcoming meeting on Friday. I wanted to ensure it’s still on your radar.

If you have any questions or need further information, please let me know. I’m happy to assist to make things as smooth as possible.

Looking forward to hearing from you soon. Thank you for taking care of this!

Best regards,  
shiwani borana

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

**Subject:** Request for Salary Review

Hi mansi rathod,

I hope this message finds you well. I’m writing to discuss the possibility of a salary adjustment based on my contributions the successful completion of the project.

I have greatly enjoyed my role and am committed to continuing to deliver high-quality work.

Over the past one week, I have achieved measurable results. I believe these efforts demonstrate my value to the team and align with the company’s goals.

I would appreciate the opportunity to meet and discuss this further. Please let me know a convenient time for us to talk. Thank you for considering my request.

Best regards,  
shiwani borana

**5.** **Resignation Email**

**Subject:** Resignation Notice

Hi dimpal parihar,

I hope this message finds you well. I am writing to formally notify you of my decision to resign from my position at Tops Technologies, effective typically two weeks from the date of this email. This decision was not easy and came after careful consideration of my personal and professional goals.

I want to express my sincere gratitude for the support and opportunities I’ve received during my time here. I have greatly appreciated working with you and the team on developing my skills.

I am committed to ensuring a smooth transition and am happy to assist with training or handing over responsibilities during this period. Please let me know how I can help. Thank you again for everything.

Best regards,  
shiwani borana