

Request For Salary Discussion

- ↗ X

Recipients

Request For Salary Discussion

Dear Ruchi Madam,

I hope you are doing well. I would like to request a discussion regarding a salary increment based on my contributions and hard work. I always try to give my best and complete my work properly.

If you can please consider my request, I will be very thankful to you.

Thank you very much.

Regards,
Sujal Patel

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Thank You for Your Support

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Recipients

Thank You for Your Support

Hello Ruchi Madam,

I just want to thank you for always supporting me. I am still learning and your mentorship is really helping me a lot. I feel lucky to work here with this incredible team of yours.

Thank you once again.

Regards,
Sujal Patel

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Apology

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Recipients

Apology

Dear Ruchi Madam,

Sorry for the mistake I made. It was not intentional but my fault only. I understand it caused problem and I will try my best so that it will never happen again.

Regards,
Sujal Patel

Resignation Letter

Recipients

Resignation Letter

Dear Ruchi Madam,

With due respect I want to inform you that I am resigning from my job. I got another opportunity so I have to leave. My last working day will be as per the notice period.

Thank you so much for giving me chance to work here and learn.

Regards,
Sujal Patel

The screenshot shows the Microsoft Word ribbon with the 'Home' tab selected. The ribbon tabs are: File, Home, Insert, Page Layout, References, Mailings, Review, and View. Below the ribbon, there is a toolbar with icons for Undo, Redo, Font (Sans Serif), Font Size (11pt), Bold, Italic, Underline, Alignment (center), Paragraph (list), Numbering, Symbols, and a 'Send' button.

Inquiry Regarding Something

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Recipients

Inquiry Regarding Something

Hello Sir/Madam,

I want to ask about [your topic]. I am not clear about it so can you please explain or guide me what to do next?

Thank you for your help.

Regards,
Sujal Patel

