

Topic:- Thank you Email

From:-prince.xxxxx@gmail.com

To:-topsxxxxx@gmail.com

Subject: Thank You for Approving My Leave.

Dear Sir/Madam,

I hope this email finds you well. I want to thank you for allowing me to take leave for my brother's wedding. I really appreciate your support and understanding during this special time for my family.

Thanks again for your kindness. I am grateful to be a part of tops technology and will return to work with fresh energy.

Best regards,

Prince suthar.

Topic:- Letter of Apology

From:-prince.xxxxx@gmail.com

To:-topsxxxxx@gmail.com

Subject: Sorry for Submitting Assignment Late

Dear sir,

I hope you are doing well. I am very sorry for submitting assignment late. I understand that it was important to submit it on time, and I regret any trouble this may have caused.

The delay happened because of some personal reasons but I take full responsibility for it. The report is now complete, and I will make sure this does not happen again.

Once again, I apologize for the delay. Please let me know if I need to do anything to fix this.

Best regards,

Prince suthar

Topic:- Resignation Email

From:-prince.xxxxxx@gmail.com

To:-topsxxxxxx@gmail.com

Subject: Resignation Notice

Dear ,

I hope you are doing well. I am writing to formally resign from my position as Software Developer at TCS, with my last working day on April 10, 2025.

I have enjoyed working with the team and appreciate all the support and opportunities I have received. However, I have decided to resign due to personal reasons and to explore new career opportunities.

I will do my best to ensure a smooth transition. Please let me know if I can assist in any way during this period.

Thank you for your guidance and support. I truly appreciate my time at TCS and hope to stay in touch.

Best regards,
Prince suthar

Topic:- Reminder Email

From:-prince.xxxxx@gmail.com

To:-topsxxxxx@gmail.com

Subject: Reminder: Team Meeting on March 25 at 10:00 AM

Dear Team,

I hope you are doing well. This is a reminder about our scheduled meeting on March 25, 2025, at 10:00 AM. The meeting will be held in Conference Room B (or via Zoom: [Zoom Link]), and we will be discussing project updates, upcoming deadlines, and team goals.

Please let me know if you have any questions or if there are any changes. Looking forward to our discussion.

Best regards,
Prince suthar

Topic:- Asking for a Raise in Salary

From:-prince.xxxxx@gmail.com

To:-topsxxxxx@gmail.com

Subject: Request for Salary Increase

Dear sir,

I hope you are doing well. I am writing to ask if we can discuss a salary increase. Over the past 6 months , I have taken on more responsibilities and worked hard to contribute to the company.

I really enjoy being part of the team and am committed to doing my best. I would appreciate the chance to talk about a possible salary adjustment. Please let me know when we can discuss this.

Thank you for your time and support.

Best regards,
Prince suthar