

Thank You for Everything

Abc342@gmail.com

Thank You for Everything

Dear Twinkal,

I hope you are doing well.

I just wanted to say thank you for everything you have done for me. I truly appreciate your help and support. It really means a lot to me.

You are such a kind and caring friend. I feel very lucky to have you in my life. Thank you for always being there for me.

Once again, thank you so much.

Best wishes,
Shveta

Asha45@gmail.com

Apology for My Mistake

Dear Sir/Ma'am,

I hope you are doing well. I am writing this letter to sincerely apologize for submitting my assignment late.

I was unable to submit it on time due to some personal reasons. I understand the importance of submitting assignments before the deadline, and I am truly sorry for not following the instructions properly. It was not my intention to be careless.

I take full responsibility for my mistake and I assure you that I will be more careful in the future and submit my work on time.

Please accept my sincere apology and kindly consider my assignment.

Thank you for your understanding.

Yours sincerely,
Shveta Chaudhary

Resignation Letter

Meera709@gmail.com

Resignation Letter

Dear Milan Sir,

I hope you are doing well.

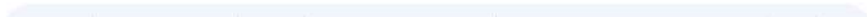
I am writing to inform you that I would like to resign from my position at TCS . My last working day will be 10 February, as per the notice period.

I am thankful for the opportunity to work in this company. I have learned many new skills and gained good experience during my time here.

Please let me know how I can help during the notice period to make the transition smooth.

Thank you for your support and guidance.

Sincerely,
Shveta Chaudhary



Request for Salary Increase



Kinjal12@gmail.com

Request for Salary Increase

Dear Kinjal Ma'am,

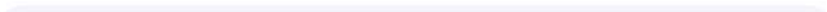
I hope you are doing well.

I am writing this email to respectfully request a review of my current salary. I have been working in this position for 14 months, and during this time, I have always tried my best to complete my work sincerely and on time.

Considering my performance and contribution, I would kindly request you to review my salary and consider an increase.

Thank you for your time and support. I look forward to your positive response.

Sincerely,
Shveta Chaudhary



Inquiry for Information

Kavya32@gmail.com

Inquiry for Information

Dear Sir/Ma'am,

I hope you are doing well.

I am writing this email to request some information about your services. I would like to know more details regarding the process, fees, and required documents.

Kindly provide me with the necessary information at your earliest convenience. It would be very helpful for me.

Thank you for your time and support. I look forward to your response.

Best regards,
Shveta Chaudhary