

1. Thank you Email

From : vekaruyauttam40@gmail.com  
To : darshan123@gmail.com  
BC :  
Bcc :  
Subject: Thank you!

Hi Darshan,

I just wanted to send a quick note to thank you for your help with completing my project earlier today. I really appreciate you taking the time to explain how to completing my project fast and quick with the help of tetechnology.

Your advice was incredibly helpful and saved me a lot of time. It made a real difference.

Thanks again for your support!

Best,

Vekariya uttam

2. Reminder Email

From : vekaruyauttam40@gmail.com  
To : krish23@gmail.com  
Bc :  
Bcc :

Subject: Action Required: Overdue Submission

Hi krish patel,

This is a reminder that final Submission was due on 5th sep and is currently marked as late.

Please submit it as soon as you can. If there's a reason for the delay or you need an extension, please let me know.

Thank you,  
Vekariya Uttam

3. Asking for a Raise in Salary

From : vekaruyauttam40@gmail.com  
To : darshan123@gmail.com  
Bc :  
Bcc :  
Subject: Discussion about my compensation

Dear manager,

I'm requesting a meeting to discuss my salary. I've taken on new responsibilities, which have led to significant contributions to the team. I

believe a salary increase would reflect my current value. Please let me know when you're available.

Best,  
Vekariya uttam

#### 4. Resignation Email

From : vekaruyauttam40@gmail.com  
To : darshan123@gmail.com  
Bc :  
Bcc :  
Subject: Resignation - vekariya uttam

Dear manager,

Please accept this email as formal notification that I am resigning from my position as software Developer at It park . My last day of employment will be 1st october.

Thank you for the opportunity to have worked here. I wish you and the company all the best.

Sincerely,  
Vekariya uttam

#### 5. Letter of Apology

From : vekaruyauttam40@gmail.com  
To : darshan123@gmail.com  
Bc :  
Bcc :  
Subject: So sorry I missed your party!

Hi Darshan,

I'm so sorry that I was unable to attend your party last night. I was really disappointed to miss it. I heard it was a great success, and I'm bummed I couldn't be there to celebrate with you.

Hope to see you soon!

Best,  
Vekariya uttam