**1.Thank you Email**

**Subject:** **Thank You for the Communication Class**

Dear Bhavesh sir,

I hope this message finds you well. I just wanted to thank you for your amazing communication class. Your knowledge and hard work have really helped me understand how to communicate better.

I appreciate everything you taught and the friendly learning environment you created during the course.

Thanks again for all your help and support.

Best regards,

Vevek Arora

Data analyst student.

**2.Email of Inquiry for Requesting Information**

**Subject: Inquiry Email for requesting Information**

Dear Bhavesh sir,

I hope you are doing well. I am writing to ask for more information about the communication class you teach. I would like to know more about the course content, any prerequisites required, the schedule, and any other requirements for enrollment.

Could you please provide more details about the class structure, objectives, and any other important information?

Thank you for your time and help. I look forward to hearing from you.

Best regards,

Vevek Arora

Data analyst student.

**3.Letter of apology.**

**Subject: My sincere apology**

Dear Bhavesh sir,

I hope you are doing well. I am writing to apologize for missing an assignment. I understand this may have caused inconvenience, and I am sorry for not meeting the course expectations.

It was not my intention to cause any trouble, and I will make sure this does not happen again. I truly value your class and will work hard to stay on track from now onwards.

Thank you for your understanding. I appreciate your support and look forward to continuing the soft skill course.

Best regards,

Vevek Arora

Data analyst student.

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

**Subject: Request for raise appraisal**

Dear Bhavesh sir,

I hope this message finds you well. I am writing to respectfully request a review of my current salary. Throughout my tenure of five years with xbytes, I have consistently aimed to make meaningful contributions to the team, assume additional responsibilities, and exceed the goals outlined for my role.

Given my ongoing commitment to the success of the company and my performance during this period, I believe it would be appropriate to discuss a possible salary adjustment. I would appreciate the opportunity to review my contributions and explore the potential for a compensation increase.

Thank you for considering my request. I look forward to your response and the opportunity to have a detailed discussion.

Sincerely,

Vevek Arora

Senior Data Analyst.

5. **Resignation Email**

**Subject: Notice of Resignation.**

Dear Bhavesh Sir,

I hope this message finds you well. I am writing to formally resign from my position as senior data analyst at Xbytes, effective January 10,2025.

This decision was reached after careful consideration, as I have sincerely valued the opportunities for personal and professional growth during my time with the company. I have greatly appreciated the chance to work alongside you and the team, and I hold the experiences I have gained here in high regard.

I am fully committed to facilitating a smooth transition and will make every effort to complete any outstanding tasks and assist in the seamless handover of my responsibilities prior to my departure.

Thank you for the opportunity to be a part of Xbytes. I wish the company continued success and hope to stay in touch.

Best regards,

Vevek Arora

Senior Data analyst.