**Chauhan Abhishek**

1. **Thank you Email**

Subject: Thank you for your support on my graduation!

Dear -Sir/Mam

I wanted to express my heartfelt gratitude for your unwavering support throughout my academic journey, culminating in my graduation. Your encouragement, guidance, and trust in me have made all the difference.

Thank you for believing in me and helping me achieve this milestone. I’m forever grateful!

Regards,

Abhishek

1. **Resignation Email**

Subject: Notification of Resignation

Dear - Manager

Please accept this email as formal notice of my resignation from my position as Acounter at Apollo pharmacy effective 20-11-2022

I appreciate the opportunities I have had while working at Apollo pharmacy and I am grateful for the experience and knowledge gained during my time here.

If there is anything specific you would like me to focus on during my remaining time here, please let me know.

Thank you again for the opportunity to work at Apollo pharmacy I wish the company continued success in the future.

Sincerely,

Abhishek

**3.Letter of Apology**

Subject – letter of apology for not attending a birthday party

Dear -Abhi

I’m deeply sorry for missing your birthday party. Unfortunately, I woke up with a fever and wasn’t feeling well enough to attend.

Please know that my absence wasn’t a reflection of our relationship or my appreciation for you. I hope you had a wonderful birthday and I look forward to making it up to you soon.

Regards,

Abhishek

**4.Email Asking for a Status Update**

Subject: Status Update: New Building Project in Ahmedabad

Dear- Abhishek

I hope this email finds you well. I am writing to provide a status update on our new building project in Ahmedabad.

We are pleased to inform you that the project is progressing as per schedule. Our team is working diligently to ensure timely completion and exceptional quality.

We will continue to provide regular updates on the project’s progress. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your continued support and interest in our project.

Regards,

Abhishek

**5.Reminder Email**

Subject: Reminder: Hardik Birthday Party

Dear Abhishek,

Don’t forget! Hardik Pandya’s birthday party is just around the corner!

Date: 29-2-2020

Time: 12:00 am

Location: Ahemdabad

We have an exciting celebration planned, and we wouldn’t want you to miss it! Join us as we wish Hardik a very happy birthday!

Looking forward to celebrating with you!

Regards,

Abhishek