**Chauhan Abhishek**

**Subject: Thanks for Your Support!**

Dear [Name],

I wanted to say thanks for supporting me during my graduation. It meant a lot to me that you were there to encourage me. Your help and guidance made a big difference, and I’m grateful for your presence in my life.

Thanks again for being so supportive. I’m looking forward to starting this new chapter, and I’m glad you’re a part of my life.

Best,

Abhishek

**Subject: Resignation**

Dear [Manager’s Name],

I am resigning from my position as Acounter at Apollo pharmacy effective 20/12/2020 . I will make sure to complete my tasks and assist with the transition before I leave.

Thank you for the opportunity to work here.

Best regards,

Abhishek

**Subject:- letter of apology**

Dear [Name],

I’m sorry I missed your birthday party. I feel bad for not being there to celebrate with you.

Something unexpected came up and I couldn’t make it. Please know that I was thinking of you on your special day.

I hope you had a great birthday despite my absence. I’ll make it up to you soon.

Best,

Abhishek

**Subject: Status Update Request**

Dear [Name],

I hope this email finds you well. I’m writing to request a status update on new building contractors. Could you please let me know the current progress and if there are any changes to the expected completion date?

I appreciate your time and look forward to hearing back from you.

Best regards,

Abhishek

**Subject: Reminder: Birthday Party**

Hi Abhi

Don’t forget, your birthday party is coming up on 20/12/20! We’re all looking forward to celebrating with you.

See you then!

Best,

[Your Name]

Abhishek