

1. Thank you Email.

To: shani.patel369@gmail.com

SUBJECT: THANK YOU FOR YOUR HELP.

Dear Shani,

Thank you so much for helping me convert the text data into date type.
Your support really helped me move forward with my data analysis.
I appreciate your time and guidance.

Best regards,
Bhavik Patel

2. Letter of Apology

To: gaurang.makwana12@gmail.com

SUBJECT: APOLOGY FOR MISSING THE MEETING

Respected sir,

I apologize for missing the meeting. which was important for the company's future growth. I understand it was important and I regret not being there.

Next time, I will be more careful and make sure this does not happen again. Thank you for your understanding.

Sincerely,
Bhavik Patel

3. Reminder Email.

To: parthpatel612@gmail.com, kriya.patil@gmail.com

SUBJECT: REMINDER-UPCOMING MEETING

Respected Sir,

This is a gentle reminder about the upcoming meeting new update the version of software. scheduled on 23rd June 2025. I will make sure to attend on time and be fully prepared.

Please let me know if there are any updates or materials to review before the meeting.

Thank you.

Sincerely,
Bhavik Patel

4. Resignation Email.

To: shani.patel346@gmail.com (Manager), ashish.patel234@gmail.com (H.R.)

cc: rameshpatel99@gmail.com (Team leader)

SUBJECT: NOTICE RESIGNATION FROM BHAVIK PATEL
EMP_ID:1795

Respected sir,

I'm writing to resign from my position Sr. technical executive at Prayosha foods pvt ltd company because of family issues and personal reasons.

I kindly request to be released immediately, preferably by the end of this month.

I'm grateful for the opportunities and experiences I've had during my time here. It's been a pleasure working with you and the team.

Wishing you and the company continued success.

Warm Regards,
Bhavik Patel

5. Email Asking for a Status Update

To: shanipatel634@gmail.com

SUBJECT: Request for Status Update on Data Cleaning Work

Dear Shani,

I hope this message finds you well.

I am writing to kindly inquire about the current status of the data cleaning work. Could you please let me know if the task has been completed or is still in progress?

Your update will help us move forward with the next steps accordingly.

Looking forward to your response.

Best regards,
Bhavik Patel
Sr.Data Analytics
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