**Subject:** Thank You for Your Guidance

Dear Sir,

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for the Guidance you provided me during the project. Your guidance was incredibly valuable, and I truly appreciate your willingness to help.

Once again, thank you for your Guidance. I look forward to staying in touch and hope we can collaborate again in the future.

Warm regards,  
Bhavik.

**Subject:** Resignation OF Bhavik

Dear Sir,

I am writing to formally resign from my position as Graphic Designer at Sun Gravures, effective This is Last Working Month.

I appreciate the opportunities I have had while working here and thank you for your support during my time at the company. I will do my best to ensure a smooth transition in the coming weeks.

Thank you once again.

Sincerely,  
Bhavik.

**Subject:** Congratulations on Your Promotion

Dear Sir,

I wanted to take a moment to congratulate you on your promotion. This is a well-deserved milestone, and I’m excited to see all the great things you will continue to accomplish.

Wishing you continued success!

Best regards,  
Bhavik.

**Subject:** Friendly Reminder: Payment Due for Invoice.

Dear Manish Sir,

I hope you’re doing well. This is a friendly reminder that the payment for Invoice was due on Next Week. We kindly ask that you make the payment at your earliest convenience.

Please let us know if there are any issues or if you need further information.

Thank you for your attention to this Mail.

Best regards,  
Bhavik  
Sun Gravures Ltd.

**Subject:** Letter of apology.

Dear Devang Bhai,

I hope this letter finds you well. I am writing to sincerely apologize for employee misbehaviour. I understand the impact this has caused, and I take full responsibility for my actions.

Upon reflecting on what occurred, I realize that and I will solve the coordination problem. I assure you that this mistake was unintentional, but I understand that this does not excuse the situation.

Please know that I am taking immediate steps to ensure that this does not happen again.

I truly value our relationship and the trust you have placed in me. I hope we can move forward from this and continue our positive working relationship. If there is anything else I can do to make amends, please feel free to let me know.

Once again, I sincerely apologize for the inconvenience caused. I appreciate your understanding and patience in this matter.

Sincerely,  
Bhavik