1[Thankyou Email]

Dear Pooja mam,

I wanted to extend my heartfelt thanks for opportunity to work at TATA company.I truly appreciate the time and effort you and team dedicated to to spent to review my application and interviewing me for the graphic design.

I’m excited to accept the offer and look forward to starting this journey with the team,

Once again,thank you I feel fortunate to have the chance to learn and grow alongside such talented individuala.

Best regards

Deepika parmar,

2[Reminder Email]

Subject:Reminder about upcoming meeting

Dear Neha mam,

I’m writing to confirm our upcoming meeting, scheduled for 9:00am on 11-10-2024.

Key details for your reference:

Date:(11-10-2024)

Time:(9:00am)

Location:sg road Ahmedabad,

If you require any additional information before our meeting please feel free to contact me at any time.

I look forward to speaking with you.

Best regards,

Deepika parmar

3[Sorry Email]

Subject:Apology for Client Report Error

Hey Nirali mam,

I hope yoy’re doing well.I wanted to reach out and applogize for the error I made on the client report. I tacke full responsibillty for the oversight,and I understand the importance of accuracy in our work.

I’ve alredy taken steps to correct the mistake and ensure it doesn’t happen again in let me know.

Thanks for your understanding,and I appreciate the opportunity to learn from this experience.

Best regards,

Deepika parmar

4 [Email asking for status update]

Subject:Follow –UP on job Vacancy Status

Dear Devang Sir,

I hope this message finds you well. I wanted to follow up regarding my application for the graphic design position I applied for on 11-10-2024.

I am very interested in the opportunity and would appreciate any updates you might have regarding the status of my application.

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

Best regards,

Deepika Parmar

5 [Introduction Email]

Dear Disha mam,

Greetings of the day.my self deepika parmar.your student at Tops institute.I am writing this email to take a moment to thank you for everything you do

Your passion for the subject and your dedication to your students have truly insfired me thank you for your support and guidance,and thank you for inspiring me to do my best

My hobby is reading books.I read only good and useful books,I am special found of reading of religious books of all reigions.good books are the best friends.They contain the wisdom of ages.we can learn much from them.reading is the best of all hobbies.

Best regards,

Deepika parmar