



From jaygorasiya51@gmail.com



To



jaigorasiya36@gmail.com



Sincere Apology

Dear Sir/Ma'am,

I sincerely apologize for my mistake and any inconvenience it may have caused. It was never my intention to create any problem, and I truly regret the oversight. I take full responsibility and assure you that I'll be more careful in the future to avoid such situations again.

Thank you for your understanding and patience.

Warm regards,
Suhani Gorasiya



From jaygorasiya51@gmail.com



To



jaigorasiya36@gmail.com



Thank your for Approving My Leave

Dear [Manager's Name],

I sincerely thank you for approving my leave from [start date] to [end date]. I truly appreciate your understanding and support in granting this time off.

I have ensured that all my current tasks are either completed or properly delegated to ensure a smooth workflow during my absence. If there's anything further you'd like me to take care of before I leave, please let me know.

Thank you once again for your consideration and support.

Best regards,
[Your Full Name]
[Your Position / Department]



From jaygorasiya51@gmail.com



To



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Inquiry for Requesting information

Respect [sir],

I hope this message finds you well. I am writing to inquire about [briefly state what you need information about – e.g., a product, service, process, policy, or opportunity].

Could you please provide me with more details regarding [specific questions or information you are requesting]? Your guidance would be greatly appreciated, as it will help me [mention purpose briefly – e.g., make an informed decision, complete documentation, plan accordingly].

Thank you for your time and assistance. I look forward to your response.



From jaygorasiya51@gmail.com



To



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Resignation email

Dear Sir/Ma'am,

I hope you are doing well. I am writing to formally resign from my position, effective [last working date, e.g., 15th November 2025]. This decision was not easy, but after careful consideration, I believe it is the right step for my personal and professional growth.

I am truly grateful for the opportunity to work under your guidance and for all the learning experiences I've gained during my time here. Please let me know if I can assist in ensuring a smooth handover of my responsibilities.

Thank you once again for your support and understanding.



From jaygorasiya51@gmail.com



To



jaigorasiya36@gmail.com



Boss About problem

Dear [Boss's Name],

I hope this email finds you well. I wanted to bring to your attention an issue I'm currently facing regarding [briefly describe the problem — e.g., a project, task, system error, workload, etc.]. Despite my efforts to resolve it by [mention what you've tried so far], I've been unable to fully address it.

I would greatly appreciate your guidance or support in resolving this matter. If possible, I would like to discuss this with you at your convenience to find the best solution.

Thank you for your time and understanding.