

QUESTION 1 : THANK YOU EMAIL

Subject: Thank You!

Dear SIR

I hope this email finds you well. I wanted to take a moment to express my sincere gratitude for the opportunity. Your assistance has been truly invaluable and I truly appreciate the time and effort you've dedicated.

It's been a pleasure working with you, and I look forward to continuing our relationship in the future.

Once again, thank you for everything. Please don't hesitate to reach out if there's ever anything I can do for you.

Warm regards,
DEVENDRA JATAV

QUESTION 2 : Letter of Apology

DEVENDRA JATAV
B-47 , MATRUBHOOMI SOCIETY
AHMEDABAD , GUJARAT-380008
jtvdevendra@gmail.com
6353907067

23-10-2024

Mr. Bhavesh Suryavanshi
Manager of company
Tops Infosys,
A-101,MANINAGAR
AHMEDABAD , GUJARAT-380026

Dear SIR

I hope this letter finds you well. I am writing to sincerely apologize for [briefly explain the situation or action that led to the need for an apology]. I deeply regret any inconvenience or distress my actions may have caused you, and I take full responsibility for misunderstanding.

Upon reflection, I realize that explain what went wrong and I understand how it may have impacted you or others involved. Please know that this was never my intention, and I am committed to ensuring that such a situation does not occur again in the future. I have taken mention any corrective actions or steps you're taking to prevent the issue from recurring to address the matter and learn from this experience.

I value our relationship and would like to make amends in any way I can. If there is anything further I can do to rectify the situation, please don't hesitate to let me know.

Once again, I apologize for any inconvenience or hurt I may have caused, and I hope you can find it in yourself to forgive me. I am grateful for your understanding and patience.

Thank you for taking the time to read this letter. I look forward to the opportunity to rebuild your trust and move forward with a stronger relationship.

Sincerely,
DEVENDRA JATAV.

QUESTION 3 : Reminder Email

Subject: Friendly Reminder: Assignment Submission Deadline

Dear KUNJ PRAJAPATI,

I hope this message finds you well. I wanted to kindly remind you that the deadline for submitting your softskill assignment is approaching. The assignment is due on 24-12-2024 by 2pm. Please ensure that you submit your work on time to avoid any penalties. If you have any questions or concerns about the assignment, or if you require any assistance, feel free to reach out.

Looking forward to receiving your submission.

Best regards,
Bhavesh Suryavanshi
HOD Of soft skill
Soft skill
9724536327

QUESTION 4 : Quotation Email

Subject: Quotation for Rubber stamp

Dear Sachin Sharma ,

I hope this email finds you well.

Thank you for reaching out to XYZ Company. As requested, please find below the quotation for rubber stamp.

Product: Rubber stamp

Quantity: 200/-

Unit Price: 15/-

Total Price: 3000/-

Should you require any adjustments or have any questions regarding the details, please don't hesitate to reach out to me directly.

We are looking forward to the opportunity to work with you and provide you with the best solution for your needs.

Best regards,
Devendra jatav
Manager
XYZ company
6353907067

QUESTION 5 : Email of Inquiry for Requesting Information.

Subject: Inquiry About Week Off Details

Dear NISHA

I hope this email finds you well.

I am writing to inquire about the process and guidelines for requesting time off for a week. Could you kindly provide information on the following:

1. The procedure for submitting a week off request.
2. Any necessary forms or documentation I need to complete.
3. The timeframe within which requests should be submitted for approval.
4. Any specific policies or restrictions regarding taking extended time off.

I would greatly appreciate your assistance with this, and I look forward to your response.

Thank you for your time and support.

Best regards,
Devendra jatav
HR OF COMPANY
6353907067.