

# 1.Apology Email

Subject: I apologise to my friend for unavailable

Hey Harsh R ajgor ,

I just wanted to say I'm really sorry for [what happened – e.g., "missing your call yesterday" or "not being there when you needed me"]. I feel bad about it and I know I let you down.

It wasn't intentional, and I hope you know how much I value our friendship. I'll do better moving forward because you mean a lot to me.

If you're up for it, I'd love to catch up soon – maybe [suggest a plan, like "grab coffee this weekend" or "hang out after work"]?

Thanks for being patient with me. Hope we're good.

Take care,

Mann Panchal

## 2.Thank You Email

Subject: Thank You for Your Support and Guidance

Dear Gaurav Sir,

I just wanted to take a moment to sincerely thank you for your support and guidance. Your leadership and encouragement make a big difference in my work, and I truly appreciate the opportunities you've given me to grow and learn.

Your insights and feedback always help me improve, and I feel lucky to work under your direction. I look forward to contributing more and continuing to learn from you.

Thanks again for everything you do!

Best regards,

Mann Panchal

## 3. Reminder Email

Subject: Reminder: Meeting Tomorrow at 10:00 AM

Hi Gaurav Sir,

Just a quick reminder about our scheduled meeting tomorrow, [Wednesday, June 4], at 10:00 AM. We'll be discussing [Client Feedback Review].

Please let me know if you need to reschedule or if there's anything you'd like to add to the agenda.

Looking forward to speaking with you!

Best regards,

Mann Panchal

[Graphic Designer]

## 4.introduction Email to Client

Subject: Introduction – Mann Panchal from [tops infosolutions]

Hi Kuldipsinh Solanki,

I hope you're doing well. My name is Mann Panchal, and I'm the new Graphic Designer at Tops infosolutions. I'll be your main point of contact moving forward, and I'm excited to work with you.

I've reviewed your account/project, and I'm here to ensure everything runs smoothly and that you get the support you need. Please don't hesitate to reach out with any questions or requests.

Looking forward to connecting and working together!

Best regards,

Mann Panchal

Graphic Designer

tops infosolutions

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## 5. Resignation Email

Subject: Resignation Notice – [Mann Panchal]

Dear Gaurav sir,

I hope you're doing well. I'm writing to formally resign from my position as [Graphic Designer] at [Tops Infosolution], effective last working day date is a 10 june.

This decision wasn't an easy one, and I've truly appreciated the opportunities I've had while working here. I've learned a lot and enjoyed being part of the team. However, after careful consideration, I feel it's time for me to pursue new challenges.

I'm committed to making this transition as smooth as possible. Please let me know how I can assist with training my replacement or handing over my responsibilities.

Thank you again for the opportunity to be part of [Tops Infosolution]. I've enjoyed working here and am grateful for the support and guidance you've provided during my time with the company.

Best regards,

Mann Panchal

[Graphic Designer]

