

## 1. Thank you Email.

From: [bnikhil1453@gmail.com](mailto:bnikhil1453@gmail.com)

To: [bnikhil1453@gmail.com](mailto:bnikhil1453@gmail.com)

Subject: Appreciations for the soft skills session's – Thank you.

Dear Madam,

I under mentioned is writing an email for appreciating your kind effort to take sessions for improving my soft skills at Tops Technologies.

**Thank you**, for taking sessions and helping me to improve my soft skills.

Looking forward to staying connected!

Best regards

Nikhil Bhatia

Tops Technologies.

## 2. Letter of Apology

From: [bnikhil1453@gmail.com](mailto:bnikhil1453@gmail.com)

To: [bnikhil1453@gmail.com](mailto:bnikhil1453@gmail.com)

Subject: Apology mail for late submission.

Dear Madam,

I am writing this mail to apologize for the late submission of task Assigned to me.

As mentioned earlier I, **Apologize** for Submitting my task three days later from the due date. From now onwards I will take care to submit it on time.

Looking forward to accept my apologies and willing for kind your support for future assignments.

Yours faithfully,

Nikhil Bhatia

Tops Technologies.

### 3. Email of Inquiry for Requesting Information

From: [bnikhil1453@gmail.com](mailto:bnikhil1453@gmail.com)

To: [bnikhil1453@gmail.com](mailto:bnikhil1453@gmail.com)

Subject: Request for information regarding internships.

Dear Madam,

I hope you are doing well. I am reaching out to request more information about internships. Could you please provide details on Eligibility Criteria and Stipend paid by the company for the six months of duration? Any relevant documents would be greatly appreciated.

Looking forward to your response. Thank you for your time and guidance.

Best regards,

Nikhil Bhatia

Tops Technologies.

### 4. Email to Your Boss About a Problem (Requesting Help).

From: [bnikhil1453@gmail.com](mailto:bnikhil1453@gmail.com)

To: [bnikhil1453@gmail.com](mailto:bnikhil1453@gmail.com)

Subject: Requesting help about resource constraints.

Dear RITIKA,

I hope you're doing well. I wanted to bring up a concern regarding our current resource constraints, as it's beginning to impact our efficiency and productivity.

I would appreciate the opportunity to discuss possible solutions, such as prioritization, additional support, or process adjustments. Please let me know a convenient time for us to talk.

Looking forward to your help and guidance.

Best regards,

Nikhil Bhatia

Sr. Manager.

## 5. Resignation Email

From: [bnikhil1453@gmail.com](mailto:bnikhil1453@gmail.com)

To: [bnikhil1453@gmail.com](mailto:bnikhil1453@gmail.com)

Subject: Resignation Notice

I hope you're doing well. I am writing to formally resign from my position as Sr. Manager at XYZ TECHNOLOGIES.

This decision was not easy, but I believe it is the right step for me. I sincerely appreciate the opportunities, support, and experiences I have gained during my time at XYZ TECHNOLOGIES. Working with you and the team has been a valuable part of my career.

Thank you once again for everything. I look forward to staying in touch.

Best regards,

Nikhil Bhatia

+91 XXXXX-XXXXX.