

## 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 sessions.

Dear Ma'am,

As mentioned above I am writing this email to appreciate your kind effort to take sessions for improving my soft skills at Tops Technologies. I'm grateful to you, for taking sessions and helping me to improve my soft skills.

Looking forward to stay 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 Ma'am,

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. Unfortunately, I was unwell over the past few days, which prevented me from completing it on time. I take full responsibility for the delay and truly regret any inconvenience this may have caused. From now onwards I will take care to submit it on time.

Looking forward to accept my apologies and willing for your kind 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 internship.

Dear Ma'am,

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 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 ma'am,

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.

Despite our best efforts to manage with the available resources, the limitations are affecting productivity and overall progress. To ensure smooth execution and avoid potential delays, I would appreciate your guidance on possible solutions, additional support, or any adjustments that can be made. I would also 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: Notice regarding resignation.

Respected Sir/Ma'am,

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

This decision was not easy, but I believe it is the right step for me. I sincerely appreciate the opportunities, support, and experience I have gained during my time at Tops 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 stay in touch.

Best regards,

Nikhil Bhatia

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