1. **THANK YOU EMAIL .**

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

From : [panthipatel505@gmail.com](mailto:panthipatel505@gmail.com)

Subject: Thank You for Your Support

Hello Ma’am ,

This message hopes to find you well.

My name is Panthi Patel . I am working at your company as Graphic designer .

Here, I very much want to express the deep appreciation for support, opportunity. Your guidance are very valuable and I greatly appreciate the time and resources that you have spent with new project of company name.

Again, thank you for generosity . It has been a pleasure working with you, and I look forward to continued collaboration with you in the future.

Best Regards,

Panthi Mukeshbhai Patel.

Graphic Design

1. **QUOTATION EMAIL**

To : amazonservices.gmail.com

From : [panthipatel505@gmail.com](mailto:panthipatel505@gmail.com)

Subject: Quotation for sunscreen.

Hello customer,

I hope this finds you well.

We appreciate your inquiry regarding Aqualogica radiance+ dewy sunscreen . As requested, please see the quotation for Aqualogica radiance+ dewy sunscreen below:

Product : Aqualogica radiance+ dewy sunscreen SPF50+PA+++|lightweight texture for oily , combination , acne prone skin | Broad spectrum protection | no white cast, Non greasy |For Men and Women.

Quantity: 50g.

Unit Price: 358

Total Price: 449

Delivery Timeframe: amazon delivery

Terms and Conditions: cash on delivery , return valid of 20 days, after a order .

If you need any further information or changes on the quotation, please do get in touch with us. We will be glad to assist you and look forward to working with you.

We appreciate your consideration of our services, and we hope to hear from you soon.

Sincerely,

Amazon .

1. **Email of inquiry for requesting information**

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

From : [panthipatel505@gmail.com](mailto:panthipatel505@gmail.com)

Subject: Inquiry Regarding Jobs at Janak Industries.

Hello ,

I sincerely hope that this email finds you in the best of health.

I am Panthi Patel . I completed my M.Sc Mathematics from Maharaja Sayajirao Gaikwad , Pune university . I learned Graphic Design course from Tops Technologies at Rajkot .

This email is actually intended to request information regarding available employment at your esteemed establishment, Janak Industries. . I would be eager to gather any details on Graphic design openings available at your end.

Would you kindly have the courtesy to let me know about the available job opportunities; conditions for applying, and the applicable application process? I would love to learn more about how my skills and experience in [mention relevant experience or field] could fit into your team's needs.

Thank you for your time and consideration, and I look forward to discussing any relevant positions available.

Sincerely,

Panthi Mukeshbhai Patel.

Address : copper stone , near S.T. School , Morbi .

1. **Asking for a raise in salary**

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

From : [panthipatel505@gmail.com](mailto:panthipatel505@gmail.com)

Subject: Request for Salary Review

Respected Ma’am ,

I trust you are doing well.

My name is Panthi Patel . I am working at your company as Graphic designer .

I would like to request a time to discuss the possibility of a salary review. In the past 5 years, I have taken on additional responsibilities; I have made successful contributions to so many project ; and consistently on-time in meeting the performance expectations.

I believe that my contributions to Janak Industries have positively impacted the team, and I would like to take this opportunity to discuss compensation reflecting those contributions.

Please let me know if you would be available for a discussion at your earliest convenience. I look forward to hearing from you.

Thank you for your time and consideration.

Best regards,

Panthi Mukeshbhai Patel.

Graphic Design

Janak Industries

1. **Resignation email.**

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

From : [panthipatel505@gmail.com](mailto:panthipatel505@gmail.com)

Subject: Resignation from the post of graphic design

Respected Ma’am ,

I hope you are doing great.

Through this letter, I would like to tender my resignation from my position as Graphic Design at Janak Industries , effective last one month . It was a hard choice for me, seeing as how I really enjoyed all the possibilities and experiences that I got to take part in at Janak Industries.

I express my heartfelt gratitude for the support, guidance and endless opportunities that I had here. I learned much and will bear in memory my experiences here always.

I would want to know how I can best assist with the transition in my remaining time. I would help with training a replacement or ensure the smooth handover of my responsibilities.

Thanks for everything once again; I hope we meet again in the future. I wish the best in the Janak Industries years to come.

Best regards,

Panthi Mukeshbhai Patel.

Graphic Design .

Address : copper stone , near S.T. School , Morbi .