

1.Reminder Email

To : gunjanchauhan12@gmail.com

From : pithvadhruv2611@gmail.com

Subject : Gentle Reminder for leave request

Date : 3rd January 2025

Dear sir,

Good Morning, I recently sent you a leave request for the week of 1st January to 5th January 2024. I'm hoping to book a holiday with my family. Could you please confirm whether my leave request has been granted? Once I have your approval, I can book the holiday. Please let me know if you want to discuss my request as soon as possible.

Best Regards,

Dhruv Pithva

2.Resignation Email

To : zalayuvraj77@gmail.com

From : pithvadhruv2611@gmail.com

Subject: resignation from the position of web developer

Date : 6th March 2025

Dear sir,

Good Afternoon, I regret to inform you that due to emergency personal circumstances, I must resign from my position at tops technologies effective immediately. I understand that this is short notice, and I sincerely apologize for any inconvenience this may cause. If there is anything I could do to ease the transition process, please let me know and I will do my best to help.

Sincerely,

Dhruv Pithva

3.Thank you Email

To : krishpatel@gmail.com

From : pithvadhruv2611@gmail.com

Subject: Thank you for meeting with me

Date : 9th January 2025

Hi Krish,

Good Morning, Thank you so much for taking the me out of your busy schedule to conduct an interview. Our conversa on about the team lead position was inspiring, and it was insightful to learn more about the role.

The job sounds more exciting than ever, and I think I would be an ideal candidate thanks to the master's degree and relevant experience in the field.

Please feel free to contact me if you want. Thanks again for the opportunity.

Thanks,

Dhruv Pithva

4. LETTER OF APOLOGY

To: topstechnologies15@gmail.com

From: pithvadhruv2611@gmail.com

Subject: Apology for Missing Class

Dear sir,

Good evening, I hope you're doing well. I wanted to apologize for my absence in class on 15 march 2025. Unfortunately, I was feeling unwell.

I understand the importance of attending class and will make sure to catch up on any missed work. Thank you for your understanding.

Best regards,
Dhruv pithva

5. Introduction Email to Client

To: vaghelapriyanshu27@gmail.com

From : pithvadhruv2611@gamil.com

Subject: Introduction from Dhruv Pithva at TCS.

Dear sir,

Good afternoon, I hope this email finds you well. My name is Dhruv Pithva, and I am accountant, at TCS. I wanted to take a moment to introduce myself and express how excited I am to work with you.

If you have any questions or need assistance, please don't hesitate to reach out. I'm looking forward to collaborating with you.

Best regards,

Dhruv Pithva