1.Subject: Thank You

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to sincerely thank you for [briefly mention what you're thanking them for — e.g., taking the time to meet with me, your generous support, your thoughtful gift, etc.].

I truly appreciate [add a specific detail — e.g., your insights on the project, the opportunity to discuss the role, your kind gesture]. It meant a lot to me and made a positive impact.

Thank you once again for your [time/help/support/kindness]. I look forward to staying in touch.

Warm regards,

Sangini shah

2.Subject: Friendly Reminder – [Brief Description or Purpose]

Dear [Recipient's Name],

I hope you're doing well. I just wanted to kindly remind you about [mention what you're reminding them of — e.g., our upcoming meeting on Friday, the report due tomorrow, the pending invoice, etc.].

Details:

[Optional — include date, time, location, deadline, or any relevant information.]

Please let me know if you need any additional information or if there’s anything I can assist with.

Looking forward to your response.

Best regards,

sangini shah

3.Subject: Follow-Up on Pending Salary Payment

Dear [Manager's/HR's Name],

I hope you're well. I’m writing to follow up regarding my salary for the month of [Month], which I haven’t yet received as of [today’s date]. I wanted to kindly check if there’s an update on the payment timeline.

Please let me know if any additional information is needed from my end to help process it.

Thank you for your attention to this matter.

Best regards,

sangini shah

4.Subject: Resignation – [Your Full Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day – typically two weeks from the date of the email unless otherwise specified in your contract].

This was not an easy decision to make, as I have greatly appreciated the opportunities for professional and personal growth during my time here. I’ve enjoyed working with you and the team and am grateful for the support and guidance you've provided.

I am committed to making this transition as smooth as possible. Please let me know how I can assist in handing over my responsibilities or training a replacement in the coming weeks.

Thank you once again for the opportunity to be a part of [Company Name]. I wish you and the company continued success.

Warm regards,

sangini shah

5. Subject: Introduction – [Your Name], [Your Position] at [Company Name]

Dear [Client's Name],

I hope this message finds you well. My name is [Your Full Name], and I recently joined [Company Name] as a [Your Position]. I’ll be your primary point of contact moving forward, and I’m looking forward to working with you.

At [Company Name], we’re committed to delivering [briefly describe the service or product], and I’m here to ensure we continue to meet your expectations and support your goals.

Please feel free to reach out to me directly at any time with questions, feedback, or support needs. I’d also be happy to schedule a quick call to introduce myself and discuss how we can best collaborate.

Looking forward to working with you!

Best regards,

Sangini shah