

Thank you Email:

Subject: Thank you for this opportunity

Dear sir,

I hope you are doing well. I want to thank you for giving me the chance to interview for the website designer role .

As a fresher, I am excited about the opportunity to learn and contribute to Softech pvt ltd. I really appreciate the time you took to speak with me and share more about the role.

Thank you once again for your time and support. Please let me know if you need anything else from me.

Best regards,

Sahil Patel.

Letter Of Apology:

Subject : Apology for work delay

Dear sir,

I sincerely apologize for the delay in submitting my work. I understand this might have affected the team's progress, and I take full responsibility for it.

I working on managing my task in effectively. I appreciate your patience and support.

Best regards,

Sahil Patel.

Email Asking for a status update:

Subject : status update for application

Dear mem,

I hope this email finds you well. I wanted to kindly check if there are any updates regarding my application for the website designer position.

Thank you for your time and support. I look forward to your response.

Best regards,

Sahil Patel.

Resignation Email:

Subject: Resignation from my current position web designer

Dear sir,

I am writing to let you know that I am resigning from my job as web designer at Techylab company. My last working day will be Friday on 13th July 2025.

Thank you for the opportunity to work here. I've learned a lot.

Please let me know if you need anything from me before I leave.

Best regards,
Sahil Patel.

Introduction Email to Client:

Subject : Introduction- Sahil Patel as a freelancer.

Dear sir,

I hope you are doing great in your life. My name is Sahil Patel, and I am freelancer. Basically, I make website templates. I am looking forward to working with you. I done many projects in past many years. You can check my work.

Hope, you will satisfy by my work.

Best regards,

Sahil Patel.