

Thank you email

Subject: Thank you for your interest!

Hello Daisy,

Thank you for applying to bajaj publisher pvt ltd! We appreciate your interest and time in applying with us.

We will be in touch with you if your qualifications meet our needs.

Thank you again, and we look forward to hearing from you.

Sincerely,

Vedi Shah

Letter of apology

Vedi shah

Paramount International School

Mumbai

5th April 2022 Mrs. Sharma

Paramount International School

Mumbai

Subject: Apology letter for Bad BehavioUr Dear Mrs. Sharma,

With all due respect and humble submission, I would like to sincerely apologize for my harsh behaviour in class. I'm sorry for my conduct and the repercussions. I didn't mean to disrespect you in any way, nor did I want to ruin the mood of the class, and now I see that my behaviour was entirely wrong and disrespectful.

I will make certain that such an incident does not occur again in the future. Your effort to instil knowledge in us is incredibly inspiring. I hope you will forgive me for my acts and allow me to continue learning and growing under your supervision.

Yours Sincerely,

Vedi Shah

Reminder email

Hi Shreya ,

Just a reminder from Puma about your appointment on 18th August 2024 at 9:00 AM

To reschedule, please respond to this email ve*****@gmail.com or call 98876*****.

We look forward to welcoming you soon!

Regards,

Team puma

Resignation email

Dear Mr. Shetty ,

I hope you're doing well. I am writing to inform you that I will be resigning from my position as assistant department manager at Pruthvi infotech , effective 1st December 2024.

I am committed to making this transition as smooth as possible. I will be happy to assist in training my replacement or help in any other way during my notice period.

Best regards,

Vedi Shah

Email Asking for a Status Update

Hi Ronak,

As we approach our project deadline, could you please provide me with an update on the Smith account? I want to ensure we're on track and any potential issues are addressed promptly.

Thank you for your attention to this matter.

Best regards,

Vedi Shah