

**Subject:** Thank You

Dear Manager,

I hope this email finds you well. I wanted to take a moment to thank you for your support, the opportunity to collaborate, sharing your expertise, etc. Your guidance, effort, time is greatly appreciated and has made a meaningful difference.

Please don't hesitate to reach out if there's anything I can assist you with in return. I look forward to staying in touch and collaborating further in the future.

Warm regards,  
Dhruvin patel  
dhruvin6500@gmail.com

**Subject:** Reminder

Dear frnd,

I hope this message finds you well. I wanted to gently remind you about the upcoming our scheduled meeting, as it's due on 23<sup>rd</sup> dec.

We will meet on that day on time. Please let me know if there are any challenges or if you need additional information to proceed.

Thank you for your attention to this matter, and I look forward to your response.

Best regards,  
Dhruvin patel  
dhruvin6500@gmail.com

**Subject:** Inquiry Regarding web application

Dear Manager,

I hope this message finds you well. I am reaching out to inquire about the web application. I would greatly appreciate it if you could provide details regarding availability, policies, timelines and price.

If there are any additional documents or forms required, kindly let me know. I am happy to provide further details if needed to assist with the process.

Thank you for your time and assistance. I look forward to your response at your earliest convenience.

Best regards,  
Dhruvin patel  
dhruvin6500@gmail.com

**Subject:** Resignation Dhruvin Patel

Dear HR,

I hope this message finds you well. I am writing to formally resign from my position as AI engineer at Why AI effective Last Working Day.

This decision was not an easy one, as I have greatly valued my time at Why AI I am truly grateful for the opportunities I have had to grow professionally, work alongside talented colleagues, and contribute to making projects.

I will do my best to ensure a smooth transition during this period by completing pending tasks. Please let me know how else I can assist during this time.

Thank you once again for your guidance and support throughout my tenure. I hope to stay in touch, and I wish Why AI continued success in the future.

Warm regards,  
Dhruvin patel  
[dhruvin6500@gmail.com](mailto:dhruvin6500@gmail.com)

**Subject:** Introduction Dhruvin Patel from Why AI

Dear MR. Herry,

I hope this message finds you well. My name is Dhruvin Patel, and I am junior ai Engineer at Why Ai. I will be your point of contact for project coordination.

At Why AI we are committed to providing excellent service and innovative solutions. I look forward to working with you and ensuring your needs are met.

If there's anything specific you'd like to discuss or if you have any questions, please don't hesitate to reach out to me at [dhruvin6500@gmail.com](mailto:dhruvin6500@gmail.com) or 8000181818. I am happy to schedule a call or meeting at your convenience.

Thank you, and I look forward to collaborating with you!

Best regards,  
Dhruvin Patel  
Junior AI Engineer  
Why AI  
[dhruvin6500@gmail.com](mailto:dhruvin6500@gmail.com)

