

Thank You Email

Subject: Thank You for Your Support

Dear Sir,

I hope this message finds you well. I am writing to sincerely thank you for your guidance and support during the completion of the recent project. Your insights and encouragement made a significant difference in the outcome.

I truly appreciate your time and effort, and I look forward to continuing to learn from you.

Best regards,

Divyesh Jethava,

divyeshjethva2004@gmail.com,

+91 7016929850

Reminder Email

Subject: Gentle Reminder: Submission of Monthly Report

Dear Sir,

I hope you are doing well. This is a gentle reminder regarding the submission of the monthly report for April, which was due on May 20.

Kindly share the report at your earliest convenience so we can proceed with our review process.

Thank you for your attention to this matter.

Best regards,

Divyesh Jethava,

divyeshjethva2004@gmail.com,

+91 7016929850

Email to your boss about a problem

Subject: Request for Guidance on Project Delay

Dear prasant sir,

I hope you're doing well. I wanted to bring to your attention a delay we are facing in the travel project due to an unexpected vendor issue. Despite our efforts, the supply of key materials has been delayed by a week.

I would appreciate your guidance on how to proceed and whether we should consider an alternate vendor.

Thank you for your time and support.

Best regards,

Divyesh Jethava,

divyeshjethva2004@gmail.com,

+91 7016929850

Resignation Email

Subject: resignation Notice

Dear Sir,

I am writing to formally resign from my position as Software Support Executive at ABC Solutions, effective two weeks from today, May 30, 2025.

This decision was not easy, but after careful consideration of my career goals, I have decided to pursue a new opportunity. I am grateful for the valuable experience and support I received during my time here.

please let me know how I can assist during the transition period.

Best regards,

Divyesh Jethava,

divyeshjethva2004@gmail.com,

+91 7016929850

Email to Your Boss About a Problem

Subject: request for assistance – technical issue in software

Dear sir,

I am reaching out to inform you of a technical issue we are experiencing with the new inventory management software. The system frequently crashes and is affecting our daily operations.

I have already reported the issue to IT, but it remains unresolved. I would appreciate your support in escalating the matter so it can be resolved promptly.

Thank you for your help.

Best regards,

Divyesh Jethava,

divyeshjethva2004@gmail.com,

+91 7016929850