

1. Thank You Email

Subject: Thank You -Upadhyay Complex

Dear Rohit Upadhyay,

Thank you for taking the time to meet with me earlier today. I truly appreciated our discussion regarding Complex Lighting, and I found your insights on POP Lights particularly helpful.

I am excited about the potential for our continued collaboration. Please let me know if there is any further information I can provide from my side.

Best regards,

Gajera Dixit

2. Letter of Apology

Subject: Sincere Apologies Regarding Upadhyay Complex

Dear Rohit Upadhyay,

Please accept my sincere apologies for the delay in blueprint submission. I understand that this has caused an inconvenience for the team, and I take full responsibility for the situation.

To rectify this, I have submitted the blueprints. We are also reviewing our internal processes to ensure this does not recur. Thank you for your patience and for your continued partnership.

Sincerely,

Gajera Dixit

3. Reminder Email

Subject: Follow-up: POP on 21 complexes – Due 23 January 2026

Dear Rohit Upadhyay,

I hope this email finds you well.

This is a friendly reminder regarding the due bill of POP bills for Upadhyay Complex. According to our records, the completion date is scheduled for 23 January 2026.

If you have already addressed this, please disregard this message. Otherwise, I would appreciate a brief update on the status.

Best regards,

Dixit Gajera

4. Inquiry for Requesting Information

Subject: Inquiry Regarding PVC Pipes and Fittings – Khodalraj Polyplast

Dear Vishal Ramani,

I am writing to you on behalf of Khodalraj polyplast to request more information about your PVC Pipes and Fittings. We are currently evaluating options for PVC Pipes and believe your offerings may be a good fit.

Could you please provide details regarding the following:

- Standard pricing and bulk discount tiers.
- Estimated lead times for implementation.
- Technical support availability.

I would appreciate it if you could send over a brochure or a product specification sheet. I look forward to hearing from you.

Kind regards,

Gajera Dixit

5. Professional Resignation Email

Subject: Resignation - Gajera Dixit

Dear Rohit Mehra,

Please accept this email as formal notification that I am resigning from my position as Junior manager at Vinay Polyplast. My last day of employment will be Friday 29 March.

I have decided to move on to a new opportunity that aligns with my long-term career goals. I am deeply grateful for the opportunities I've had here over the past 3 years, and I particularly enjoyed the atmosphere of the office .

During my final weeks, I am fully committed to ensuring a smooth handoff of my responsibilities. I will focus on:

- Completing my current tasks on order of Yuggati Traders.
- Updating documentation for my daily workflows.
- Assisting in training a replacement or handing over files to the team.

Thank you again for your support and guidance during my time at Vinay Polyplast. I wish the team nothing but the best.

Sincerely,

Gajera Dixit
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