

**Topic:** Resignation

**From:** [abc@gmail.com](mailto:abc@gmail.com)

**To:** [xyz@gmail.com](mailto:xyz@gmail.com)

**Sub:** resignation

Dear mam,

Greetings of the day,

I hope this message finds you well. I wanted to take this opportunity to discuss my current salary and explore the possibility of an adjustment, given my contributions and growth in my role as project editor.

Over the past 2 year, I have taken on additional projects, leadership roles, which have had a positive impact on our team and the organization.

For example:

- Successfully led the amazon project, resulting in a 15% increase in efficiency
- Over time

I am proud of the work I've accomplished and my commitment to company's goals. After researching industry standards for similar roles and reflecting on my growth, I believe that an adjustment to my salary would be appropriate.

I would greatly appreciate the opportunity to discuss this further. Please let me know a convenient time for us to meet and go over this in more detail. Thank you for your time and consideration.

Best regards,

Abc.

**Topic:** resignation

**From:** [abc@gmail.com](mailto:abc@gmail.com)

**To:** [xyz@gmail.com](mailto:xyz@gmail.com)

**Sub:** resignation

Dear mam,

Greetings of the day,

I hope this email finds you well. I am writing to formally announce my resignation from my position as accountant at privilon.

This decision was not an easy one, as my time at privilon has been incredibly valuable. I deeply appreciate the opportunities for professional growth, the guidance you have provided, I am committed to ensuring a smooth transition during my notice period. Please let me know how I can assist with transferring my responsibilities or training a replacement.

Thank you once again for the support and opportunities. I look forward to staying in touch, and I hope to cross paths again in the future, Wishing the team and company continued success.

Best regards,

Abc.

**Topic:** apology

**From:** [abc@gmail.com](mailto:abc@gmail.com)

**To:** [xyz@gmail.com](mailto:xyz@gmail.com)

**Sub:** apology

Dear mam,

Greetings of the day,

I hope this email finds you well. I am writing to personally apologize for delay in Your recent work. I understand the importance of your work.

I regret to not complete your work one time because I am not well that's why I am late. i will complete your work in 2 days.

thank you for your understand and patience in this matter.

Best regards,

Abc.

**Topic:** Quotation

**From:** [abc@gmail.com](mailto:abc@gmail.com)

**To:** [xyz@gmail.com](mailto:xyz@gmail.com)

**Sub:** Quotation

Dear mam,  
Greetings of the day

Thank you for reaching out regarding your interest in our mobiles. I am pleased to provide you with a detailed quotation as per your requirements.

Quotation Details:

- Product : Motorola 50 fusion
- Quantity: 20
- Price per Unit: 23,000
- Total Price: 4,60,000
- Additional Fees : shipping

Terms and Conditions:

- Delivery Time: within 7 business days
- Payment Terms: 50% advance.
- Validity: This quotation is valid until 24/5/2024.

If you have any further questions or require additional information, please do not hesitate to contact me. I would be happy to assist you.

Thank you for considering phone wale. I look forward to the possibility of working together.

Best regards,  
Abc.

**Topic:** thank you

**From:** [abc@gmail.com](mailto:abc@gmail.com)

**To:** [xyz@gmail.com](mailto:xyz@gmail.com)

**Sub:** thank you

Dear mam,

Greetings of the day,

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for supporting me on the recent project.

Your suggestions was incredibly helpful, and I truly appreciate the time and effort you dedicated to create my project . It made a significant difference and has helped me better understand and made the process smoother.

Thank you once again for your generosity and support. Please let me know if there's ever a way I can return the favour.

Best regards,

Abc.