

Subject : Thank for a job

Dear Krunal Patel,

Hello, I hope you are well, I would like to thank you for referring me this job. I got the Graphics & UI UX Designer Position at GRT Design. I am very happy to become a part of the company and work for the my Creativities with my complete knowledge and skills. I will join the job and start working on the 1/11/2024.

I am very appreciated for this great opportunity and really excited to start a career in the company.

I hope to return the Favor soon!

Looking forward to celebrating soon!

Your Sincerely,

Gautam Dekivadiya

Subject : asking boss health

Dear Jitesh Sharma,

Hello, I was deeply concerned to hear about your recent health issues and wanted to reach out to see how you are doing. Your presence and leadership have always been a cornerstone of our team, and we all miss your guidance and support.

I understand that this must be a challenging time for you, and I want you to know that we are all thinking of you and wishing you a swift and full recovery. If there is anything I can do to assist you during this period, please do not hesitate to let me know. Whether it's handling some of your tasks or simply providing updates on the team's progress, I'm here to help in any way I can.

Please take all the time you need to rest and recover. Your health is the most important thing right now. We look forward to having you back with us, stronger and healthier.

Take care of you...

Sincerely,

Hitesh Pandya.

Subject : invoice TACN0581 Overdue

Dear Rakesh Mishra,

I hope you are doing well. I am writing to remind you of an overdue payment for Invoice No. TANC0581, which was due on 5/5/2024 . As of today, the payment is 20 days overdue.

We understand that delays can happen, but we kindly request that you address this matter at your earliest convenience. Timely payment is crucial for maintaining our business operations and ensuring continued service.

Here are the details of the overdue invoice:

- **Invoice Number:** TANC0581
- **Amount Due:** 1,65,850/-
- **Due Date:** 5/5/2024

Please make the payment through online Payment or via Check. If you have any questions or require assistance, feel free to contact me directly.

Thank you for your immediate attention to this matter.

Sincerely,

Veer Mehta

Subject : Request for Quotation

Dear Kamlesh Joshi,

Hello, I hope you are well!

I hope this message finds you well. I am writing to request a detailed quotation for SONY Smart TV from your esteemed company. We are interested in understanding the cost and terms associated with your offerings to make an informed decision.

Could you please provide a comprehensive quotation that includes the following details:

- **Pricing breakdown:** Detailed pricing for each item or service.
- **Delivery schedule:** Expected delivery dates and any relevant timelines.
- **Payment terms:** Information on payment methods, schedules, and any applicable discounts.
- **Additional charges:** Any other fees or charges that may apply.
- **Warranty/Guarantee:** Information on any warranties or guarantees provided with the product/service.

We are looking to finalize our supplier selection soon, so a prompt response by 15/10/2024 would be greatly appreciated. Should you need any further information or have any questions, please feel free to reach out to me directly.

Thank you for your cooperation. We look forward to potentially working together

Sincerely,

Rakesh Mishra

Subject : Resignation from UIUX.

Dear Mitesh Sharma,

Hello, I hope you are well!

I'm Rajesh K. Dubey I'm writing to formally resign from my part time position as UI UX Designer(junior) at JKM grafix, effective 30-JUNE-2024.

I have decide to focus an other commitments that require my full attention, I have greatly enjoyed my time at JKM grafix and am grateful for the experiences and opportunities I have had here.

I will do my best to ensure a smooth transition of my responsibilities and will be available to assist any queries or training needed during my notice period.

Thank you for the understanding and support.

Sincerely,

Rajesh Mehra