

# E-mail writing

*Q. Mr. Yatish Verma is a Manager at Sunshine Pvt. Ltd. Recently, the company appointed Mr. Anish Sharma as a Customer Service Representative. As a Manager, send an e-mail to your team members about the same.*

**From:** yatish.ss@gmail.com

**To:** mekul541.ss@gmail.com, rahul565.ss@gmail.com, rakesh654.ss@gmail.com, jatin879.ss@gmail.com

**CC:** jayprakash.ss@gmail.com

**Subject:** Welcoming the new Customer Service Representative

Dear Team,

I am pleased to introduce you to Mr. Anish Sharma, who is starting today (27/9/2022) as our Customer Service Representative. He will provide technical support and assistance to our users and ensure they enjoy the best product experience.

Feel free to greet Mr. Anish Sharma and congratulate him on the new role!

Best regards

**Mr. Yatish Verma**  
**Manager**  
**Sunshine Pvt. Ltd.**

## **Q. E-mail on official intimation of your resignation.**

**From:** rahul565.ss@gmail.com

**To:** yatish.ss@gmail.com

**Subject:** Resignation

Dear Sir,

I plan to pursue my higher studies in the upcoming academic year, and hence I would like to inform you of my intention to resign from the post of Sales Executive at Sunshine Pvt. Ltd., effective three months from 27/9/2022.

I appreciate the opportunities for growth and development you have provided during my association with Sunshine Pvt. Ltd. It was indeed a privilege working here and a valuable work experience that has helped me grow personally and professionally to a great extent.

Please accept this letter as the formal intimation of my resignation.

Thank you for your guidance and support.

Yours sincerely

**Mr. Rahul Verma**  
**Sales Executive**  
**Sunshine Pvt. Ltd.**

**Imagine that you are working in the Account Department of Sunshine Pvt . Ltd. Write an e-mail to a colleague from your department pointing out that the Excel sheet he had mailed to you the previous day has several errors that need correction.**

**From :** rajeshsharma.ss@gmail.com

**To :** amardesai.ss@gmail.com

**Subject:** Accounting Errors

Dear Amar

This is to bring to your notice that I have found several accounting errors in the Excel sheet that you mailed me on 15/9/2022. The details are follows;

- 1) Entry of 20,000/- is wrongly credited in the account of Patel Cotton Mill instead of Patel Oil.
- 2) Skyline Pvt. Ltd. has already cleared the previous due of 50,000/- on 05/9/2022. Despite of this, the same amount is shown as pending in their account.

You are hereby instructed to rectify the above errors at the earliest.

Regards

**Rajesh Sharma**  
**Manager**  
**Sunshine Pvt. Ltd.**

**E-mail informing your employees about the change in work timings**

**From :** rajeshsharma.ss@gmail.com

**To:** mehul541.ss@gmail.com, rahul565.ss@gmail.com, rakesh654.ss@gmail.com, jatin879.ss@gmail.com,

**Subject:** Revised Working Hours

Dear Team,

Our company is growing, and there is a good inflow of projects every week. This has been possible with your dedicated and timely teamwork. In order to keep up with this, we have decided that the working hours would be advanced by 30 minutes. The revised time would be 8:30 am to 5 pm. This will be in effect from October 1, 2022. It would be appreciated if all of you keep up with the timing and abide by it.

Feel free to come up with suggestions, if any.

Warm regards

**Rajesh Sharma**  
**Manager**  
**Sunshine Pvt. Ltd.**

