

Email For Thank You

Subject: Thank You for the Meeting

Email:

Date:3/7/2025

Dear: ma'am"

Greeting For Day

I hope this message finds you well. I wanted to sincerely thank you for taking the time to meet with me. I truly appreciate the opportunity to speak with you and gain insight into the project.

Our discussion was both valuable and encouraging. Your guidance and feedback on project topic were particularly helpful, and I am grateful for the clarity you provided. It was a pleasure learning from your experience and perspective.

Please let me know if there is anything you need from my end as a follow-up. I look forward to working on the project

Thank you once again for your time and support.

Warm regards,

Pathan Jarrar Khan

FRIENDLY REMINDER EMAIL

Hi Jack,

I hope your week is going well.

The Editorial team is prepping for the Q4 Content Planning meeting this coming Thursday, August 26th at 11 am ET. We're excited to hear your ideas for combining our Marketing and Editorial efforts for the annual holiday campaign.³

To make everything run smoothly, I'm asking everyone involved to submit their presentation slides by Monday, August 23rd at 5 pm ET. If you have any questions, please send them my way.

I appreciate your time here and look forward to hearing your ideas.

All the best

Jarrar khan pathan

Letter For Apology

Subject: Apology for the Misunderstanding

Email:

Date: 3/7/2025

Greeting For Day

Sir,

I sincerely apologize for the misunderstanding that occurred recently. It was never my intention to cause any confusion or inconvenience, and I regret that the situation may have led to any frustration or discomfort.

I take full responsibility for my actions and any miscommunication that may have contributed to the issue. Please be assured that I am taking steps to ensure such a misunderstanding does not happen again in the future.

I truly value your guidance and respect your position. Once again, I apologize for the incident, and I hope to regain your trust through better communication and professionalism moving forward.

Thank you for your patience and understanding.

Yours sincerely

Pathan Jarrar khan

Email for Quotation

Client Name: Mr. john

Company Name: jarrar khan pathan

Quotation Date: 11/7/2025

Quotation Valid Until: 11/8/2025

Product/Service Description

Item No.	Description	Quantity	Unit Price	Total
1	3 seat sofas	[2]	₹ 16,500.00	₹33,000.00
2	1 seat sofas	[3]	₹ 8,000.00	₹ 24,000.00
3	Chair	[1]	₹ 1,000.00	₹ 1,000.00
4	2 seat sofas	[2]	₹ 12,000.00	₹ 24,000.00
Subtotal				₹ 82,000
Taxes (GST @18%)				₹ 18,000.00
Total Amount Payable				₹ 1,000,00.00

Terms & Conditions

- **Validity:** 11/8/2025
- **Delivery Time:** 29 days working days after order confirmation
- **Payment Terms:** 70%advance, 30% on delivery
- **Mode of Payment:** Bank Transfer and UPI
- **Warranty:** applicable

We believe this offer will meet your requirements and expectations. Should you have any questions or require adjustments, please do not hesitate to reach out to us.

Looking forward to the opportunity to serve you.

Warm regards,

Jarrar khan pathan

manager

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Notification of resignation

Subject - Notification of resignation

Dear – Mr. john/Manager

Please accept this email as formal notice of my resignation from my position as assistant manager at Jk Desing, effective 12/7/2025.

I appreciate the opportunities I've had while working at Jk Desing and I'm grateful for the experience and knowledge gained. However, I feel its time for me to move on and explore new opportunities.

I'll ensure a smooth transition of my responsibilities and complete any outstanding tasks before my departure. If there's anything specific, you'd like me to focus on during my remaining time here, please let me know.

Thank you again for the opportunity to work at Jk Desing. I wish the organization continued success.

Best regards,

Jarrar khan pathan