1. **Thankyou \_Email :-**

**To: tops@gmail.com  
Subject: Thank You for the Opportunity**

**Dear Sir/Ma’am,**

**I sincerely want to thank you for the opportunity to learn and grow with** **Tops Technologies**.  
**Your guidance and support have been very valuable to me. I truly appreciate the time and effort you invested in helping me improve my skills.**

**Thank you once again for your encouragement and mentorship.**

**Warm regards,**  
**Jiya Hargun**  
**Jetpur**  
**Email: jiya.hargun@gmail.com**

1. Letter of Apology

**to,**  
**The Trainer**   
**Tops Technologies**  
**Rajkot**

**Subject:** **Apology for Missing the Lecture Session**

**Respected Sir/Ma’am,**

**I sincerely apologize for missing the lecture session at Tops Technologies.  
It was not my intention to be absent, and I truly regret any inconvenience caused due to my absence.**

**I value every learning opportunity provided by your institute, and I assure you that I will stay updated on all the topics covered in the session I missed. I will also make sure such a situation does not happen again in the future.**

**Thank you for your understanding and continued support.**

**Yours sincerely,**  
**Jiya Hargun**  
**Jetpur**

1. **Reminder Email**

**RK Industrials**  
**[Email: rkindustrials@gmail.com]**

**Date: 6th October 2025**

**Subject: Reminder for Interview Schedule**

**Dear RK Industrials Team,**

**I hope you are doing well. I am writing to kindly remind you about my interview scheduled with RK Industrials. I am very eager and excited about the opportunity to discuss how I can contribute to your team.**

**As per my understanding, the interview is scheduled for Tuesday, 8th October 2025 at 11:00 AM. Kindly confirm if this date and time are convenient or if any changes are required.**

**Thank you very much for your time and consideration. I look forward to speaking with you.**

**Sincerely,  
Jiya Hargun**  
**[jiya@gmail.com]**

1. Resignation Letter:

**To:** **tops@gmail.com  
Subject: Formal Resignation from My Position at Tops Technologies**

**Dear Sir/Ma’am,**

**I am writing to formally resign from my position at Tops Technologies, effective my last working day  
It has been a wonderful experience working and learning with the team.  
I am thankful for the support, opportunities, and guidance provided throughout my time here.**

**I will ensure that all my responsibilities are properly handed over before my departure.**

**Thank you once again for the opportunity to be a part of** **Tops Technologies**.  
**I wish the company continued success in the future.**

**Sincerely,**  
**Jiya Hargun**  
**Jetpur**  
**Email: jiya.hargun@gmail.com**

1. **Email of inquiry for Requesting information**

**To:** **info@tops-int.com**  
**Subject:** **Inquiry Regarding Training Programs**

**Dear Tops Technologies Team,**

**I hope this message finds you well.  
I am writing to kindly request some information regarding the training programs offered at** **Tops Technologies, Rajkot**

**I would like to know more about the available courses, their duration, fees, and the admission process. Your guidance will help me choose the most suitable program for my career growth.**

**Thank you for your time and assistance.  
I look forward to your kind response.**

**Yours sincerely,**  
**Jiya Hargun**  
Jetpur  
📧 **jiya.hargun@gmail.com**  
📞 **+91 1010101010**

1. **Introduction email to client**

**To:** 📧 **abcd@example.com**  
**Dear Mr. abcd**

**I hope this email finds you well**.  
**My name is Jiya Hargun, and I am a representative at Tops Technologies, Jetpur. I am reaching out to introduce myself and our company’s services**.

**At Tops Technologies, we provide a wide range of professional services including:**

* **IT Training Programs (Web Development, Software Development, Networking, etc.)**
* **Software Solutions (Custom Applications, Automation, and ERP systems)**
* **Consulting Services (IT strategy, workflow optimization, and technical support)**
* **Project Development & Support (End-to-end project management and maintenance)**

**We aim to deliver quality solutions that help businesses and individuals achieve their goals. I would be happy to discuss your requirements in detail and provide tailored services that best suit your needs.**

**Please feel free to reach out to me anytime for further information or to schedule a discussion. I look forward to a productive collaboration.**

**Thank you and best regards,**  
**Jiya Hargun**  
**Tops Technologies, rajkot**  
📧 **jiya.hargun@gmail.com**  
📞 **+91 10101 01010**