Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1.Thank you Email

Subject: Thank You for Your Help

"Dear Sir,

I want to say thank you for helping me with my software project. I now understand what the problem was in the project, so I personally appreciate you. Thank you for your help."

Best regards,
[Kartik Nagpurkar]
[Backend Developer]

2. Letter of Apology

Subject: Apologize for submitting The Report Delay

"Dear ma'am,

I am writing to submit the report, which is late. I know the deadline was February 15, 2025, and I am submitting it on February 17, 2025. I sincerely apologize for this delay.

I apologize for any inconvenience this may have caused. I will ensure this mistake does not happen again.

Thank you for your time and understanding."

Best regards,
[Kartik Nagpurkar]
[Data Analytics]

3. Reminder Email

Subject: Reminder for meeting

"Dear Ma'am,

As a friendly reminder, we have scheduled a meeting for the upcoming project on February 15, 2025, at 1:00 PM. Please let me know if you require any further information or if there are any changes to the schedule.

Thank you for your time and attention to this matter. "

Best regards,
[Kartik Nagpurkar]
[Manager]

4. Quotation Email

Subject: Quotation for Web Development Services

Dear Sir,

I hope this email finds you well. Thank you for considering our services for your web development needs. Please find below the quotation for the development of your website as per your requirements.

Project Scope & Deliverables:

- Custom website design and development
- Responsive (mobile-friendly) layout
- Deployment and Mentions

Quotation Details:

Total Estimated Cost: [10,000/-]
Development Timeline:{4-week]
Payment Terms: [50% Before , 50% on completion]

If you have any specific requirements or would like to discuss further, please feel free to reach out. We look forward to collaborating with you and delivering a high-quality website to your need

Best regards,

Tops Technology

+91 -1234 615111

5. Email of Inquiry for Requesting Information

Subject: Inquiry Regarding About backend Course

Dear ma'am,

I hope you are doing well. I am reaching out to inquire about [Backend course in java] that your institute provides. I would appreciate it if you could provide details regarding:

- Duration of course

- Fees of this course

Additionally, please share information If there are brochures or documents available, kindly attach them.

Looking forward to your response. Thank you for your time and assistance.

Best regards,
Kartik

6. Email Asking for a Status Update

Subject: Request for Status Update on E-commerce Website

Dear Sir,

I am reaching out to check on the status of E-commerce Website Could you please provide an update on its progress and any expected timelines?

If there are any challenges or additional requirements, please let me know how I can assist. Looking forward to your response.

Thank you for your time and support.

Best regards,
Kartik

7. Asking for a Raise in Salary

Subject: Request for Salary Review

Dear Manager,

would like to request a meeting to discuss a potential salary adjustment based on my contributions to Compony Over the past 1 Year, I have taken on responsibilities, which has positively impacted, team efficiency. I would appreciate the opportunity to discuss a salary adjustment that reflects my contributions. Please let me know a convenient time for us to meet and discuss this further.

Thank you for your time and consideration. I look forward to your response.

Best regards,
Kartik
Senior Web Developer
+91-1234567890

8. Email to Your Boss About a Problem (Requesting Help)

Subject Request for Support Due to Work Overload

I wanted to reach out regarding my current workload as a developer. Over the past [timeframe], I have taken on multiple tasks, including Major projects, bug fixes, feature development.. While I am fully committed to delivering quality work, the increasing workload is becoming difficult to manage within the expected timelines.

I would appreciate your guidance on how to best prioritize my tasks or if any adjustments can be made to help manage the workload more efficiently.

Best regards,
Kartik
Senior Web Developer
+91-1234567890

9. Resignation Email

Subject: Resignation Notice

Hey Sanjay Sir,

I hope you're doing well. I wanted to take a moment to let you know that I've decided to resign from my position as Senior Web Developer at [S.P Technology]. My last working day will be March 1 2025

This wasn't an easy decision because I've really enjoyed working with you and the team. I'm grateful for everything I've learned here and for all the opportunities I've had to grow. That said, I feel it's time for me to take the next step in my career.

Best regards,
Kartik

10. Introduction Email to Client

Subject: Introduction to Backend Development Course at Tops Technology

Dear Kartik,

I hope you're doing well. I'm reaching out to introduce the **Backend Development** Course offered at **Tops Technology**

Course Details:

- **Course Name:** Backend Development

- **Duration:** 8 Months

- **Topics Covered:** C,C++,Database,Java,Spring,Api.

- **Hands-on Projects & Certification**

This course is perfect for beginners and professionals looking to enhance their backend development expertise. If you're interested, I'd be happy to share more details and face To Face Meeting.

Looking forward to your response!

Best regards,

Tops Technology

+91-1234567890

KARTIK NAGPURKAR

CONTACT

Phone:
8200615114

E-mail:
Kartiknagpurkar9@gmail.com

LinkedIn:
www.linkedin.com/in/kartiknagpurkar

SKILLS

- Mobile app development
- Back-end development
- Teamwork and collaboration
- Front-end skills: HTML, CSS

PERSONAL DETAILS

Date of Birth: 12/05/2005
Nationality: Indian
Marital Status: Single

Summary

Driven Front End Web Developer Intern at Naxpan Technology, adept in mobile and back-end development, with a proven track record in delivering responsive and visually appealing web applications. Excelled in teamwork and collaboration, mastering front-end technologies like HTML and CSS. Achievements include building a personal portfolio website and an interactive quiz app, showcasing a blend of technical prowess and design sensibility.

WORK HISTORY

Front End Web Developer Intern
Naxpan Technology, Remote
July 2024 – August 2024

- Developed a personal portfolio website and an interactive quiz app using JavaScript, HTML, and CSS.
- Ensured responsiveness and a modern design approach for enhanced user experience.
- Applied best practices in frontend development, optimizing performance and accessibility.

EDUCATION

Bachelor of Computer Applications: Web Development
R.B Institute of Management Studies - Ahmedabad, India Expected in 2025-07