* **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 Support

Dear [Pankaj],

I would like to extend my sincere thanks for your continued support and guidance. Your insights have been invaluable to the successful completion of the assignment.

I truly appreciate the time and effort you have invested in helping me grow professionally.

Thank you once again.

Best regards,  
[Manoj]

1. **Letter of Apology**

**Subject:** Apology for arguing and overacting

Dear Chirag,

I am writing to sincerely apologize for specific issue. I understand the inconvenience this may have caused and deeply regret the oversight on my part.

Please rest assured that I am taking immediate steps to ensure such errors do not occur in the future. If there is anything I can do to rectify the situation, please let me know.

Once again, I apologize for the disruption and appreciate your understanding.

Best regards,  
Manoj

1. **Reminder Email**

**Subject:** Friendly Reminder Regarding Payment

Dear Jayna,

I hope this message finds you well. I wanted to send a gentle reminder regarding payment that was due on 13/09/2024.

We would appreciate it if you could kindly provide an update or complete the task at your earliest convenience. Please let me know if there is any assistance or information you need from my side to move forward.

Thank you for your prompt attention to this matter.

Best regards,  
Manoj

1. **Email Asking for a Status Update**

**Subject:** Request for Status Update on Task

Dear Jitesh ,

I hope you are well. I wanted to kindly request an update on the status of task. We are keen to ensure that all timelines are met and would appreciate any information regarding the current progress.

If there are any issues or delays, please let me know how I can assist in moving things forward.

Thank you for your attention to this matter.

Best regards,  
Manoj

1. **Resignation Email**

**Subject:** Resignation Notice

Dear Rahul ,

I am writing to formally notify you of my resignation from my position as Data analytics, effective 30/10/2024.

I have greatly valued my time at Bright Wave Media and appreciate the opportunities for growth and learning that I have experienced here. I will do my utmost to ensure a smooth transition during my remaining time.

Thank you for your understanding and support.

Best regards,  
Manoj