



Apology for Delay in Submission

1 message

INZAMUL Mathakiya <mathakiyainzamul3@gmail.com>
Draft

Sun, 13 Jul, 2025 at 6:09 pm

Dear [Recipient's Name],
I sincerely apologize for the delay in submitting the [mention document/task].
Due to unforeseen personal circumstances, I was unable to complete it on time.
I take full responsibility for the inconvenience caused.
I understand the importance of deadlines and professional commitments.
I have now completed the task and attached it herewith.
Please let me know if any revisions are needed.
I will ensure such delays do not occur again in the future.
Thank you for your patience and understanding.

Warm regards,
[Inzamul Mathakiya]



Apology for Delay in Submission

1 message

INZAMUL Mathakiya <mathakiyainzamul3@gmail.com>
Draft

Tue, 15 Jul, 2025 at 10:04 am

Dear [Manish sir],
I sincerely apologize for the delay in submitting the [mention document/task].
Due to unforeseen personal circumstances, I was unable to complete it on time.
I take full responsibility for the inconvenience caused.
I understand the importance of deadlines and professional commitments.
I have now completed the task and attached it herewith.
Please let me know if any revisions are needed.
I will ensure such delays do not occur again in the future.
Thank you for your patience and understanding.

Warm regards,
[Inzamul Mathakiya]



Email to Boss About a Problem (Requesting Help)

1 message

INZAMUL Mathakiya <mathakiyainzamul3@gmail.com>
Draft

Sun, 13 Jul, 2025 at 6:12 pm

Dear [Manish sir],
I hope you are doing well.
I wanted to bring to your attention an issue I am currently facing with [briefly explain the problem].
I have tried [mention what steps you've taken], but the problem still persists.
This issue is causing delays in the overall progress of the task.
I would really appreciate it if you could guide me or suggest the best way forward.
Your expertise will help me solve the issue more effectively.
Looking forward to your support and suggestion



Resignation Email

1 message

INZAMUL Mathakiya <mathakiyainzamul3@gmail.com>
Draft

Sun, 13 Jul, 2025 at 6:21 pm

Dear [Parvin kumar],
I hope this message finds you well.
Please accept this email as formal notice of my resignation from my position at [binary Web], effective .
It has been a valuable experience working with the team and learning new skills.
I am grateful for your constant support and encouragement during my time here.
I will ensure a smooth handover of my responsibilities before my departure.
Please let me know if there's anything else I can do in the transition process.
Thank you once again for everything.



Thank You for the Opportunity

1 message

INZAMUL Mathakiya <mathakiyainzamul3@gmail.com>
Draft

Sun, 13 Jul, 2025 at 6:07 pm

Dear [hr company],
I hope this message finds you well.
I would like to sincerely thank you for providing me with the opportunity to be a part of [mention project, event, or interview].
Your support and guidance have been truly valuable to me during this experience.
I learned a lot and gained confidence through this opportunity.
Working under your mentorship was a great experience.
Please let me know if there's anything I can do to assist further.
Looking forward to future collaborations.
Thank you once again.