# Apology for Delay in Submission

From: INZAMUL Mathakiya (mathakiyainzamul3@gmail.com)

Date: Sunday, 13 July 2025 – 6:09 PM

Status: Draft

Dear Manish Sir,

I sincerely apologize for the delay in submitting the required document.

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)

From: INZAMUL Mathakiya (mathakiyainzamul3@gmail.com)

Date: Sunday, 13 July 2025 – 6:12 PM

Status: Draft

Dear Manish Sir,

I hope you are doing well.

I wanted to bring to your attention an issue I am currently facing with completing my assigned task.

I have tried troubleshooting the issue on my own, 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 suggestions.

# Resignation Email

From: INZAMUL Mathakiya (mathakiyainzamul3@gmail.com)

Date: Sunday, 13 July 2025 – 6:21 PM

Status: Draft

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 immediately.

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

From: INZAMUL Mathakiya (mathakiyainzamul3@gmail.com)

Date: Sunday, 13 July 2025 – 6:07 PM

Status: Draft

Dear HR Team,

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 the interview and selection process.

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.

# Email Asking for a Status Update

From: INZAMUL Mathakiya (mathakiyainzamul3@gmail.com)

Date: Sunday, 13 July 2025 – 6:10 PM

Status: Draft

Dear HR Team,

I hope you're doing well.

I’m writing to kindly ask for an update on the status of the task I submitted on 12 July 2025.

I wanted to ensure that everything is in order and check if any further input is required from my side.

This task is important for planning my upcoming work.

Please let me know if there’s a tentative timeline for completion or feedback.

Your update will be greatly appreciated.

Looking forward to your response.