**Thank You Email**

Subject: Thank You – Osama Mev

Dear Rutul Sadhu,

I am writing to express my sincere gratitude for the recent promotion to IT Engineer. I am truly excited about this new opportunity and grateful for the trust and confidence you have placed in me.

I am eager to take on the new responsibilities and contribute to the team's continued success in this new role. I look forward to growing my skills and working with you to achieve our goals.

Thank you once again for your mentorship and support.

Best regards,

Osama Mev

**Email For Asking Update**

Subject: Status Update on Network Continuity

Hi Rutul Sadhu,

I hope you're having a good week.

I'm writing to request a quick status update on the network continuity plan. I'd like to ensure we have the latest information and that I can support any ongoing tasks or next steps.

Please let me know if there's anything I can do to assist.

Thank you,

Osama Mev

**Resignation Email**

Subject: Resignation – Osama Mev

Dear Rutul Sadhu,

Please accept this email as formal notification that I am resigning from my position as IT Engineer at Populers Wheelers India Pvt Ltd. My last day of employment will be Next two weeks.

I am grateful for the opportunity to have worked here and appreciate the experience and professional development I have gained during my time with the team. I wish you and the company all the best in the future.

I am committed to ensuring a smooth transition during my final two weeks and am happy to assist in training my replacement.

Sincerely,

Osama Mev

**Reminder Email**

Subject: Friendly Reminder: Family gathering

Hi Saifur Rehman,

I hope you're having a good week.

This is a friendly reminder about Family Gathering. The deadline is approaching on [Date], and I wanted to check in to see if you have any questions or require any assistance.

Please let me know if you have a moment to provide an update.

Thank you,

Osama Mev

**Letter of Apology**

Subject: My Apologies for Missing In Meeting

Dear Rutul Sadhu,

Please accept my sincere apologies for my absence from the meeting on Saturday to discuss about Companies Performnace.

Unfortunately, due to Medical Emergency at my home, I was unable to attend.

I have already reviewed the meeting minutes and am up to date on all the key decisions and action items. I am particularly interested in Companies Networks Security and will ensure I follow up on my responsibilities related to this.

Again, I apologize for any inconvenience my absence may have caused.

Thank you for your understanding.

Best regards,

Osama Mev