

1. THANK YOU EMAIL

Subject: Thank You for the Productive Meeting

Respected Sunita Thakkar,

Greetings of the day,

I want to extend my appreciation for taking the time to meet with me on 06/12/2024. It was a pleasure discussing **on team handling topic** with you, and I found the conversation to be extremely insightful and beneficial.

Your expertise and suggestions regarding **team handling** were particularly helpful, and I am eager to implement the ideas we discussed. I look forward to continuing this collaboration and achieving successful outcomes together.

Please feel free to reach out if you have any further thoughts or if there is anything I can assist with.

Thank you once again for your time and guidance.

Best regards,

Netra Morjaria

HR Team Lead.

2. LETTER OF APOLOGY

Subject: Apology for Missing the Deadline

Respected Atul Patel,

Greeting of the day,

I want to extend my sincerest apologies for missing the deadline for project. I understand the importance of timely delivery and regret any inconvenience this may have caused to you and the team.

The delay occurred due to unexpected workload. However, I take full responsibility and have implemented measures to better manage my tasks in the future.

The project has now been completed and submitted for your review. Please let me know if there's anything else I can do to make up for this delay.

Thank you for your understanding. I truly value your trust and am committed to preventing such issues moving forward.

Kind regards,
Netra Morjaria

3. RESIGNATION EMAIL

Subject: Immediate Resignation

Dear Sunita Thakkar,

Greetings of the day,

I regret to inform you of my decision to resign from my position as **HR Team Leader** at **Hire Hub**, effective immediately due to unforeseen circumstances.

I apologize for any inconvenience this may cause and will do my best to assist in transitioning my responsibilities to ensure minimal disruption. Please let me know how I can help during this process.

I am deeply grateful for the opportunities and experiences I've had while working at **Hire Hub** and hope to maintain a positive relationship in the future.

Thank you for your understanding.

Sincerely,
Netra Morjaria.

4. INTRODUCTION EMAIL TO CLIENT

Subject: Introduction and Overview of Our Services

Dear Karan Patel,

Greetings of the day,

I hope this email finds you well. My name is Netra Morjaria, and I am HR team Leader at Hire Hub. It is my pleasure to introduce myself as your point of contact moving forward.

At Hire Hub, we specialize in Recruitment. Our primary goal is to provide jobs to as many people as they deserve.

We are thrilled to have the opportunity to collaborate with you. To ensure our partnership begins on a strong note, I'd like to:

- Provide an overview of how we can best support your needs.
- Schedule a meeting to understand your expectations further.

Please let me know a convenient time to connect. In the meantime, feel free to reach out if you have any immediate questions or need assistance.

Looking forward to working with you.

Warm regards,

Netra Morjaria,

HR team leader,

Hire Hub,

7856923359

hrnetra@hirehub.com

5.EMAIL ASKING FOR A STATUS UPDATE

Subject: Request for Status Update on Recruiting for Kanan international

Dear Parth Detroja,

Greetings of the day,

I hope this email finds you well. I am writing to request a brief update on the status of completing recruitment task of a company. As we approach 10/12/2024, having the latest information will help ensure we are on track to meet our goals.

Could you please provide the following details:

- Current progress and any key updates.
- Any challenges or blockers encountered.
- Expected timeline for the next steps or completion.

If you need any support or additional resources to address any issues, feel free to let me know. I'm happy to assist where needed.

Looking forward to your update by 09/12/2024.

Thank you for your time and effort.

Best regards,

Netra Morjaria

HR team leader

7856923359