

## **Resignation Letter**

Dear Sir,

I am writing to formally notify you of my resignation from the position of Sales Executive with Aegis Infoware. Per my notice period, my final day will be 30<sup>th</sup> April. I have decided to step down from my role to move forward in a direction that aligns more closely with my professional aspirations.

I am thankful for the opportunities and experiences provided to me during my tenure at Aegis Info ware Private Limited. The valuable skills I have gained here are deeply appreciated and will undoubtedly benefit me in my ongoing professional journey. In the coming weeks before last date, I am fully committed to assisting in ensuring a smooth transition.

Sincerely,  
Nishant Panchal

## **Quotation Email**

Dear Sir,

I hope you're well.

I'm reaching out regarding the Website Proposal we submitted on 14/9/2024. Our proposal focuses on , aiming to align with XYZ Organization's goals.

We're keen to hear your feedback or thoughts on the proposal, particularly regarding .

Would it be possible to arrange a brief meeting or call to discuss it further? This would help us address any questions and explore the next steps.

Thank you for considering our proposal. Looking forward to your response.

Best regards,  
Nishant Panchal

## Reminder Mail

Dear

Sir,

We hope this email finds you well. We wanted to remind you that your payment for Home automation is due on 15-9-2024. If you have already made the payment, please disregard this email.

If, however, you haven't had a chance to make the payment, we kindly request you to do so at your earliest convenience. Should you have any questions or concerns, feel free to reach out to our support team.

Thank you for being a valued customer, and we appreciate your prompt attention to this matter.

Best  
Nishant Panchal

regards,

## Apology Mail

Dear

Sir,

I am writing to express my sincere apologies for non-committal with the customer. I apologise for my actions and understand the impact they have had on you. It was not my intention to cause any harm, and I take full responsibility for my behaviour.

I assure you that I am taking steps to ensure that this does not happen again. Please accept my apologies, and I hope we can move forward from this.

Sincerely,  
Nishant Panchal

## **Thank You Email**

Dear Sir,

I wanted to express my gratitude for the interview opportunity for the Sales Executive at Intech Creative Services Pvt Ltd on 15-9-2024. It was a pleasure meeting with you and learning more about your impressive organization.

I am enthusiastic about the possibility of joining Intech Creative Services Pvt Ltd and contributing to its success. Please feel free to reach out if you need any more information from me or if there are further steps in the process. Thank you for your time and consideration.

Best regards,  
Nishant Panchal