

yatrik@tops-int.com

Subject: Thank You

Dear Twinkle mam,

I hope this message finds you well. I wanted to take a moment to sincerely thank you for your time and support during soft skills lectures.

Your guidance was incredibly valuable and truly appreciated. Your support on my stage fear, communication, group discussion was absolutely impactful.

I look forward to next steps and I'm grateful for the opportunity to work with you.

Thank you once again for your time and generosity.

Warm regards,

Hiren Patel

Data Analyst

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yatrik@tops-int.com

Subject: Apology and Update Regarding Project3 Deadline

Dear Ankitsinh Rana,

Please accept my sincerest apologies for missing the deadline for Project3. I take full responsibility for this oversight and understand the impact it has on the project timeline and our team's schedule.

I want to assure you that I have taken immediate action to get the project back on track. I have re-prioritized my tasks, dedicated extra hours. I am confident that I will be able to complete and submit the final deliverables by this Saturday.

Thank you for your understanding. I am committed to making sure this doesn't happen again and will be more diligent in my time management going forward.

Best regards,

Hiren Patel

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Subject: Inquiry for Requesting Information about EV Battery

Dear Rahulkumar ahuja,

I hope this email finds you well. I am writing to inquire about the prices for EV batteries that your company offers.

Could you please provide me with the following information:

1. Price per unit/quantity
2. Minimum order quantity (if applicable)
3. Delivery time
4. Available payment methods
5. Any discounts or promotions currently available

It would be greatly appreciated if you could send me the details as soon as possible, as I am comparing prices from different suppliers.

Thank you for your attention.

Best regards,
Sunny Patel

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yatrik@tops-int.com

Subject: Request for Salary Revision – Assistant Manager Position

Dear Dhruvi Patel,

I hope you are doing well.

I am writing to formally request a review of my current compensation in my role as Assistant Manager. Over the past 2 years, I have consistently taken on increased responsibilities and contributed to key initiatives that have positively impacted the team and overall business objectives.

Some of the contributions I would like to highlight include:

- Successfully Completed GUI and Api Projects.
- Improved team productivity, customer satisfaction.
- Supported leadership in team management, decision-making, staff training.

I believe these contributions, along with the experience and dedication I bring to the role, merit a discussion regarding a possible salary adjustment in line with my responsibilities and market standards for this position.

I remain fully committed to the goals of our team and the organization and look forward to your feedback. Please let me know a convenient time to discuss this further.

Thank you for your time and consideration.

Warm regards,

Krunal Pandya

Assistant Manager

Sales Department

abcd@gmail.com

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yatrik@tops-int.com

Subject: Resignation Letter – Mehulkumar sethiya

Dear Shivram Joshi,

I hope this message finds you well.

Please accept this email as formal notice of my resignation from my position as Assistant Manager, effective from 1st October 2025.

This decision was not easy and took careful consideration. However, after evaluating my career goals and personal aspirations, I believe this is the right step forward.

I would like to express my sincere gratitude for the support, learning opportunities, and experiences I have gained during my time with the company. It has been a pleasure working with you and being part of a great team.

I am committed to ensuring a smooth transition during my notice period. Please let me know how I can help with handover tasks or training a replacement.

Thank you once again for the opportunity and guidance. I look forward to staying in touch.

Warm regards,
Mehulkumar sethiya
Data Analyst

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