

1. Thank You Email

Subject: Thank You for Your Support and Guidance

Dear Madam,

I hope this email finds you well. I would like to express my sincere gratitude for your support and guidance on SoftSkill. Your insights and expertise were invaluable, and I truly appreciate the time and effort you dedicated to assisting me.

Your mentorship has significantly contributed to my professional growth, and I am grateful for the opportunity to work with you. Please let me know if there is anything I can do to reciprocate your kindness.

Thank you once again for your support.

Best regards,
Papu Nahak
Android Developer

2. Letter of Apology

Subject: Apology for not completing the task on the timeline.

Dear Madam,

I hope you are doing well. I am writing to sincerely apologize for not completing the task on the timeline. I deeply regret any inconvenience this may have caused you and understand the impact it may have had on timeline.

Please rest assured that I take full responsibility for this matter and am taking steps to ensure it does not happen again. If there is anything I can do to make amends or rectify the situation, please do not hesitate to let me know.

Once again, I truly apologize for any disruption caused and appreciate your understanding.

Sincerely,
Papu Nahak
Android Developer

3. Reminder Email

Subject: Friendly Reminder: Can you send me the documents ASAP

Dear Sir,

I hope you are doing well. I am writing to remind you about the Knowledge transfer scheduled for 31/1/2025. Kindly let me know if you require any further information or assistance regarding this matter.

Please confirm at your earliest convenience if everything is on track. Your prompt attention to this would be greatly appreciated.

Looking forward to your response.

Best regards,

Papu Nahak
Android Developer

4. Quotation Email

Subject: Request for Quotation – [Product/Service Name]

Dear Sir,

I hope this email finds you well. I am reaching out to request a quotation for the Banking management that we require for the project. Could you please provide the pricing details, estimated delivery time, and any applicable discounts or terms?

Additionally, if you have any recommendations based on our needs, I would appreciate your insights. Please let me know if you need any further details to prepare the quotation.

Looking forward to your response.

Best regards,
Papu Nahak
Android Developer

5. Resignation Email

Subject: Resignation Notice – Papu Nahak

Dear Madam,

I hope you are doing well. I am writing to formally submit my resignation from my position as Android Developer at Tops, effective [31/1/2025, typically two weeks from the date of notice].

This decision was not an easy one, but after careful consideration, I believe it is the right step for my professional growth. I am grateful for the valuable experiences, support, and opportunities I have received during my time at Tops.

To ensure a smooth transition, I am happy to assist with the handover process. Please let me know how I can help during this period.

Thank you once again for everything. I look forward to staying in touch and wish the company continued success.

Best regards,
Papu Nahak
Android Developer