

## **1.Apology Email**

**Subject:** I'm Really Sorry

H [ Dharmishtha joshi ]

I hope you're doing okay. I've been thinking a lot about what happened, and I just want to say how truly sorry I am. I realize I hurt you, and that was never my intention.

I value our friendship more than I can express, and it hurts me to know that I let you down. I take full responsibility for my actions, and I understand if you need time or space. I just hope we can talk when you're ready.

Please know that I'm here, and I'm willing to do whatever it takes to make things right. You mean a lot to me.

Take care,  
[ pinal panchal]

## **2.Thanks You Email**

Subject: Thank You, Sir

Dear Sir,

I hope you are doing well.

I am writing to sincerely thank you for your support and guidance. Your encouragement and assistance have been truly valuable to me, and I deeply appreciate the time and effort you've invested.

Thank you once again for everything.

Respectfully,

[Pinal panchal]

### **3.Reminder Email**

Subject: Just a Friendly Reminder

Hi [Recipient's Name],

I hope you're doing well!

I just wanted to send a quick, friendly reminder about [briefly mention the task, meeting, or deadline — e.g., "our meeting tomorrow at 3 PM" or "the document due this week"].

No rush if you're already on it — just wanted to make sure it's still on your radar. Let me know if you need anything from my side.

Thanks so much!

Best,  
[pinal panchal]

### **4.Resignation Email**

Subject: Resignation Letter

Dear [solanki neha],

I hope you're well.

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of the email or as per your notice period].

Working at [Company Name] has been a valuable and rewarding experience. I sincerely appreciate the opportunities for growth and the support I've received during my time here.

I will do my best to ensure a smooth transition and will assist in handing over my responsibilities before my departure.

Thank you once again for the opportunity. I hope we can stay in touch.

Warm regards,

[Pinal panchal]

## **5.Introduction Email**

Subject: Introduction – [pinal panchal]

Dear [Hardik sir]

I hope you're doing well.

My name is [Your Name], and I recently Top Infosolutions/ started working as a Graphic Designer/ I wanted to take a moment to introduce myself and express my interest in connecting with you.

I look forward to working together and hope we can collaborate effectively. Please feel free to reach out if you have any questions or if there's anything I can support you with.

Best regards,

[Pinal panchal]

[Graphic Designer]

[Top Infosolutions]

