

## 1 . thank you Email.

Here's a thank-you email from the class to the faculty:

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TO:- [rajputyugrajsinh104@gmail.com](mailto:rajputyugrajsinh104@gmail.com)

FORM :- ketuchauhan234@gmail.com

**Subject:** Heartfelt Thanks from the Class

Dear ketu mam tops Technologies soft skills

On behalf of the entire class, we would like to express our sincere gratitude for your dedication, support, and guidance throughout this course. Your passion for teaching and commitment to our learning have made a lasting impact on us.

We truly appreciate the effort you put into making each lesson engaging and insightful. Your patience, encouragement, and willingness to help us succeed have not gone unnoticed.

Thank you for being such an inspiring mentor. We are grateful for everything you have taught us, and we look forward to applying this knowledge in our future endeavors.

With appreciation,  
Parmar yugrajsinh

Data analysis

Tops Technologies

Soft skills

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## 2. Letter of Apology

TO:- [rajputyugrajsinh104@gmail.com](mailto:rajputyugrajsinh104@gmail.com)

FROM:-niral.modi@tops-int.com.

Subject: Apology for Incomplete Assignment

Dear sir/mam. Tops Technologies

I am writing to sincerely apologize for the incomplete submission of the assignment by our team. Despite our efforts, we were unable to complete it as planned. We regret any inconvenience this may have caused and take full responsibility for the situation.

We greatly value your guidance and the opportunity to learn under your supervision. Moving forward, we will strive to improve our time management and ensure that such issues do not arise again.

Thank you for your understanding and patience.

Sincerely,

Parmar yugrajsinh

### **3. Reminder Email**

TO:-rajputyugrajsinh104@gmail.com

FROM:- rajputbhargavsinh109@gmail.com

Subject: Reminder: Upcoming Meeting at Amrut Plaza

Dear Rajput Bhargavsinh manager

I am writing to kindly remind you about the scheduled meeting with the hotel management at Amrut Plaza.

Meeting Details.

Date: 20/04/2025

Time: 5:00 pm

Venue: Amrut Plaza

Agenda: Engagement party

Please let me know if the timing remains convenient or if there are any updates we should be aware of prior to the meeting. We look forward to connecting with you and having a productive discussion.

Thank you, and we appreciate your time and attention.

Best regards,

Parmar yugrajsinh

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## 4. Quotation Email

Here's a professional email template to request a quotation for a Dell laptop from Croma:

TO:-rajputyugrajsinh104@gmail.com

FROM:-rameshjaisval107@gmail.com

Subject: Request for Quotation – Dell Laptop

Dear Croma **manager** ramesh jaisval

I hope this message finds you well. I am writing to request a quotation for a Dell laptop available at Croma. Below are the specifications I am looking for:

Laptop Details:

Brand : Dell

Model dell i13

Specifications: 16.0 GB (15.7 GB usable)(Rem),13th Gen Intel(R) Core(TM) i5-1335U 1.30 GHz(Prosecco)

Please include the following details in your quotation:

1. Price RS,90,000
2. 1 years
3. D/49 Gokuldharm society motera rod
4. cash on delivery

If there are any ongoing offers, bundles, or financing options available for this model, kindly include those details as well. March 25, 2025.

Should you need further details or clarification, feel free to contact me at [Your Contact Number] or reply to this email.

Thank you for your assistance, and I look forward to your response.

Best regards,

Parmar yugrajsinh .k

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rajputyugrajsinh104@gmail.com

Let me know if you'd like to add or adjust any details!

## 5. Resignation Email

TO:-rajputyugrajsinh104@gmail.com

FROM:- **arnab.banerjee@ceat.in**

Subject: Resignation – Parmar yugrajsinh kanksinh .P

Dear Arnab Banerjee manager

I hope you are doing well. I am writing to formally resign from my position at ceat Tyres, effective It is written 1 week ago from 25/03/2025, I will come on 24/04/2025.

This was not an easy decision, as I have truly enjoyed working with the team and contributing to the company's goals. During my time at cast Tyres, I have grown both professionally and personally and am grateful for the opportunities I've had to learn, collaborate, and advance my skills.

However, after careful consideration, I have decided to pursue a new opportunity that aligns with my long-term career aspirations.

I am committed to ensuring a smooth transition and will do my best to complete any pending tasks and assist in transferring my responsibilities during my notice period. Please let me know how I can support the team during this transition.

Thank you for the guidance, support, and encouragement you have provided throughout my time here. I hope to stay connected and wish ceat Tyres continued success in the future.

Best regards,

Parmar yugrajsinh

data analysis

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