Subject: Thanks for your support.

Dear Madhavi,

Hope you are doing well and safe. Thanks for going the extra mile while I was away. I really appreciate your handling my work and satisfying each of my client’s supply needs during my absence. You handled everything as I would have done myself .

Please accept my sincere gratitude.

Sincerely,

A Ribca Rani

Program Analyst Trainee

Meta Intelligo Technologies

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