

1. Thank You Email

Subject: Thank You for the Interview Opportunity

Dear Sir/Madam,

I hope you are doing well. I wanted to say thank you for taking the time to interview me yesterday for the software intern position. I really appreciated the chance to learn more about your company and the role.

Talking with you and the team made me more excited about the possibility of working with you all. I especially liked how the company encourages learning and teamwork.

Thanks again for your time and kindness. Please let me know if you need anything else from my side.

Best Regards,
Rishabh Leuva

2. Email of Inquiry for Requesting Information

Subject: Request for More Details Regarding Internship Opportunity

Dear Sir/Madam,

My name is Meenal and I am a final year BTech student from XYZ University. I came across your company's internship program on LinkedIn, and I am really interested in applying.

Can you please provide me more details regarding the duration, selection process and whether it is paid or unpaid? Also, I would like to know if remote options are available.

I will be grateful if you could send me the details. Looking forward for your reply.

Thanking you,
Rishabh Leuva

3. Reminder Email

Subject: Friendly Reminder: Pending Approval for Project Topic

Respected Sir,

Hope you're doing good. I am writing this as a gentle reminder about the approval of my final year project topic titled "AI based Resume Scanner." I had submitted it on last Monday and just wanted to check if it has been approved.

Apologize if this causes any disturbance. Just wanted to be sure that I am on right track before starting.

Thanks & Regards,
Rishabh Leuva

4. Email Asking for a Status Update

Subject: Follow-up on Submitted Assignment

Hi Ma'am,

I hope you are fine. I had submitted the assignment for Data Structures on 5th June, and just wanted to ask if it has been checked or any feedback is available.

Just wanted to make sure everything was in order from my side. Sorry if I am bothering you. Please let me know if I missed anything.

Thank you!
Rishabh Leuva

5. Resignation Email

Subject: Resignation Notice

Dear Sir,

I hope you are well. I would like to inform you that I am resigning from my position as Intern at ABC Technologies, effective from 1st July. This decision was not easy, but I have got a full-time offer from another company that aligns better with my future career plans.

I am very grateful for the opportunity to work here and I have learned a lot during the past 3 months. Thank you for all your support and guidance.

Please let me know if I need to complete any formalities.

Regards,
Rishabh Leuva