

**Letter of Reminder**

**From:** sefingeevarghese007@gmail.com

**To :** akash02@gmail.com

**Subject: Friendly Reminder to Bring the Magazine**

Dear Akash,

I hope you're doing well.

I just wanted to send a quick reminder about bringing the magazine that we discussed.

I know things can get busy, so I thought I'd gently remind you in case it slipped your mind.

The magazine will be really helpful for me.

If there's any issue or if you need more time, feel free to let me know. i truly appreciate your help with this and look forward to receiving it whenever it's convenient for you.

Thanks again for your support!

Your Best regards,  
Sefin Geevarghese  
+91 9824935774

## **Letter of Apology**

**From:** sefingeevarghese007@gmail.com

**To :** rahulsharma009@gmail.com

**Subject:** **Apology for Arriving Late to Class**

Dear Respected Sir,

I hope this message finds you well.

I am writing to sincerely apologize for my late arrival to your class today. i fully understand the importance of punctuality and the value of the time and effort you invest in every session.

My tardiness was unintentional, and i deeply regret any disruption it may have caused.

Upon reflection, i realize that my late arrival not only interrupted the flow of the lesson but also set a poor example for my classmates. i assure you that this was an isolated incident,

and i am taking measures to ensure that it will not happen again. i will be more mindful of my time management to ensure that i am always present and prepared when class begins.

Please accept my sincere apologies, and thank you for your understanding and continued guidance.

Your Kind regards,  
Sefin Geevarghese  
+91 9824935774

## **Letter of Resignation**

**From:** sefingeevarghese007@gmail.com

**To :** punit123@qmail.com

**Subject:** **Resignation Notice**

Dear Punit Sir,

I hope you are doing well. After careful consideration, i have made the difficult decision to resign from my position as software developer at Silicon Company pvt. Ltd., with effective of Last Working Day, send this email typically two weeks from the date of the email or as per your notice period.

This was not an easy choice, as I have greatly valued my time working under your guidance. The experiences and learning opportunities here have been invaluable to me, both professionally and personally. i am truly grateful for the support and encouragement I've received from you and the entire team.

I am committed to ensuring a smooth transition during my remaining time. Please let me know how I can assist in handing over my responsibilities to make this process as seamless as possible.

Thank you again for your mentorship and for the opportunities I've had here. i hope we can stay in touch, and i look forward to crossing paths again in the future.

Your Best regards,  
Sefin Geevarghese  
+91 9824935774

## **Thank you Letter**

**From :** sefingeevarghese007@gmail.com

**To :** meenasonaram6@gmail.com

**Subject : Sincere Thanks for Your Valuable Career Guidance**

Dear Sefin ,

I hope this email finds you in great spirits .

I wanted to take a moment to express my heartfelt thanks for the invaluable guidance and advice you provided regarding my future career path . Your insights have given me a clearer perspective on my goals , and I am truly grateful for the time you took to share your expertise with me .

Your thoughtful suggestions on how to approach my career development , combined with the encouragement you offered , have inspired me to pursue my aspirations with greater confidence . I particularly appreciate your emphasis on ' To the future to make a big carrier on it field ' , which has given me a renewed sense of purpose .

Your willingness to share your experiences and mentor me during this crucial time means more than words can express . I am fortunate to have someone like you to guide me , and I am eager to apply the knowledge you've imparted as I move forward .

Once again , thank you for your continued support and mentorship . I look forward to staying connected and updating you on my progress as I take these next steps .

Your Warm regards ,  
Sefin Geevarghese  
+91 9824935774

**Letter of Introduction email to client**

**From :** sefingeevarghese007@gmail.com

**To :** yashpal222@gmail.com

**Subject :** **Introduction & Looking Forward to Working Together**

Dear Yashpal ,

I hope this email finds you well . My name is Sefin Geevarghese , and I'm excited to introduce myself as Software Developer at Unimoney Company Pvt . Ltd .. We are truly looking forward to collaborating with you on a specific project or service .

At Unimoney Company , we pride ourselves on clear and consistent communication , ensuring that every step of our partnership is seamless . My goal is to understand your vision , provide tailored solutions , and make the process as smooth as possible .

Should you have any questions , or if there's anything you'd like to discuss further , please feel free to reach out . I'm here to assist you at every stage , and I believe open dialogue will be key to our success together .

I look forward to the opportunity to contribute to your goals and make this a productive and positive experience for you .

Sefin Geevarghese  
Software Developer  
Unimoney Company  
+91 9824935774

