1. **THANK YOU EMAIL**

**To: Ayaan145@gmail.com**

**Subject:** Thank You for helping in my project

Dear Nalini Mam ,

I hope this email finds you well. I wanted to express my sincere gratitude for helping me during my recent project as it was very hard to finish in on given time. I truly appreciate your generosity and support.The time you took to help with the project was really overwhelming . Your incredible ideas and design were very helpful and have given me a way of learning .

Thank you once again for your help it was great experince working with you . I would like to work in future with you .

Best regards,  
Adisha sharma

1. **APOLOGY EMAIL**

**To:** [Ayaan145@gmail.com](mailto:Ayaan145@gmail.com)

**Yama technologies**

**The capital , science city sola.**

**Subject:** Apology mail for making mistake at work.

Dear Nalini Mam ,

I am adhisha sharma who works at your company as a product designer ,whose employee ID number is yt123.

I am very sorry to inform you that I have been assigned a weighing machine product designing task . But unfortunately ,I made a mistake in performing the task .I assure you that this error will not be repeated in the future . I hope you will forgive me for my mistake .

I deeply regret this as well

Your faithfully,

Adisha sharma.

1. **REMINDER EMAIL**

**To:** [yamatechnologies@gmail.com](mailto:yamatechnologies@gmail.com)

**Yama technologies**

**The capital , science city sola.**

**Subject:** Reminder for deadline.

Hello everyone ,

Just wanted to send a quick reminder that we have a project submission meeting next Monday, october 5th . The meeting is at 11:00am IST.

We will be presenting the presentation view on Tuesday October 6th therefore,it is very vital that the proposal is completed and submitted on time.Kindly come prepared with any questions or concerns that you may have about the project to avoid a missed deadline.

If you have any questions, please do not hesitate to reach out.

Thank you, and I will see you all on Monday.

Best Regards,

Mehul

1. **RESIGNATION EMAIL**

**To:** [yamatechnologies@gmail.com](mailto:yamatechnologies@gmail.com)

**Yama technologies**

**The capital , science city sola.**

**Subject:** Resignation email.

Dear Sanket patel sir,

I hope you are doing well. Iam writing to inform you that I will be resigning from my position as junior hubspot developer at yama technologies, effective my last working day will be at 24th November Tuesday.

I am committed to making this transition as smooth as possible. I will be happy to assist in training my replacement or help in any other way during my notice period.

Best regards,

Adisha agrawal.

1. **ASKING FOR STATUS UPDATE**

**To:** [yamatechnologies@gmail.com](mailto:yamatechnologies@gmail.com)

**Subject:** Information status update email.

Hi jiya,

I hope youre doing well. We have been keeping busy working on our project and look forward to moving to the next steps! Can you please give me a quick update from your side? We would just like to see hoe thing are going.

I appreciate your continued help and wish you all the best. Chat soon.

Adisha agrawal