

ASSIGNMENT: Email Writing

1. Thank You Email

Subject: Thank You for the Opportunity

Dear[Recipient],

I would like to sincerely thank you for giving me the opportunity to [Specific reson]. Your support and trust have been invaluable, and I look forward to contributing more in the future.

Best regards,

Shana Momin

2. Letter of Apology

Subject: Apology for the Recent Mistake

Dear[Recipient],

I sincerely apologize for the mistake in [incident]. It was an oversight on my part , and I assure you it won't happen again. I am tacking steps to ensure it is corrected prompally.

Sincerely regards,

Shana Momin

3. Reminder Email

Subject: Friendly reminder for [deadline]

Dear[Recipient],

I hope this email finds you well . I just wanted to send a gentle reminder regarding [deadline] . Please feel free to reach out if you need any assistance.

Kind regards,

Shana Momin

4. Email Asking for a Status Update

Subject: Friendly reminder for [deadline]

Dear[Recipient],

I hope you are doing well. Could you kindly provide an Update on the status of [task] ? Your response will help me plan the next steps accordingly.

Best regards,

Shana Momin

5 . Resignation Email

Subject: Resignation From [Position]

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Dear[Recipient],

After much consideration, I have decide to resign from my position at [company name], effective[Last working date]. Iam grateful for the opportunities and experiences I've gained here. I am happy to assist during the transition period.

Sincerely regards,
Shana Momin