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## 1.Thank you email

Dear mam,

Thank you very much for spending your time having a meeting with me today. It was very pleasure to learn about the company.

I appreciate the information you shared about the job. Feel free to if you require further information about me or need me to provide additional documents to review my candidacy.

I look forward to hearing from you and getting the chance to be part of the company.

Best regards,

Sweta Patel

## 2.Reminder email

Hello Rahul,

I'm contacting you back regarding the upcoming event.

I am excited to invite you to our sister wedding. Your presence will be greatly appreciated, please confirm your attendance on the 6/9/2025 and 9:00pm at hotel skyline.

I look forward to seeing you there to celebrate with us!

Sincerely,

Your friend Sohan

### 3.Quotation email

Dear Mr. John,

We are interested in your office furniture collection and would like to request a quotation. Please provide details, including pricing, delivery timeline, payment terms.

Thank you in advance. We look forward to your prompt response.

Best regards,

Sohan Panchal

## 4. Resignation Email

Dear mr. shah

I would like to inform you that I am resigning from my position as python developer , effective 9/8/2026.

Thank you for all the support and opportunities you have provided me during my time with department.

If I can be of any assistance during this transition, please let me know.

Sincerely,

Raj shah

## 5. Email to Your Boss About a Problem

Hello mr. john,

I wanted to discuss the workload for our current project. I'm facing a few challenges, such as juggling multiple task with tight deadlines, but I believe that with some adjustment or additional resources, we can stay on track.

Any guidance you can provide would be greatly appreciated.

Thanks,  
Alex smith

