

Thankyou for hiring me

Nihal Jain

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Cedric Lee

Account Manager

Acme Rental

Business City, NY 54321

Dear Mr.Sumit

I hope you are well. I just wanted to say thank you so much for writing me a letter of reference for the job at xyz company.

I really appreciate you taking the time to write the letter. I am happy to announce that I have a Second interview with the company next week! I will let you know how it goes.

Again, thank you so much. I greatly appreciate your assistance with my job search.

Best regards,

Nihal Jain

Remind for meeting

jainnihal057@gmail.com

Hi, Lalit

I am sure your schedule is very busy, so this email is simply to remind you of your upcoming interview with Himanshi who is a candidate for Network engineer.

The interview will be at 11:30 on 30 May in Maninagar

Please let me know if there is anything I can help you with to prepare to interview this candidate

Best regard,

Nihal Jain

Letter to apology

jainnihal057@gmail.com

Dear Mr. singh

I am writing to you to express regret for my behavior on 7 May regarding the party. Would like to apology to apologize for my words and actions and reassure you that such an event will not happen again.

I will be sure to be more thoughtful in the future and learn from this incident.

Please do not hesitate to share any thoughts or concerns with me. I'd be glad to discuss this further and make it right.

Again i am sorry,

Nihal Jain

Introduction email to a client

jainnihal057@gmail.com

Dear sir,

I would like to take a moment to introduce myself and my company. My name is Lalit Kumar and I am a manager at Indian technology. Our company provides customers with cutting-edge technology for all their email signature needs.

At Indian technology, there are a number of services we offer. Our employees are also highly dedicated and are willing to help you with your every need.

I'd love the opportunity to speak or meet with you to discuss your need further and to tell you more about how Indian technology can help you succeed. You can contact me at 932844**** with any question you may have.

Thank you,

Lalit Kumar

Email to boss about asking for help

jainnihal057@gmail.com

Dear Mr. LK Sharma,

I would like to bring to your attention the incident that occurred at Maninagar on 08 May at 10 AM.

I was deeply upset by the actions of the problem. I tried to speak with them, but this did not lead to any sort of resolution and now I feel as if our professional relationship at work is strained as a result.

I am turning to you for assistance with the matter and I hope that you are able to come up with a solution that neither of us has thought of yet.

Thank you for taking the matter seriously and please let me know if you have any questions or concerns.

Best regard,

Lalit Jain