
Resignation email

From: John.smith@gmail.com

To: Ahmedkhan00@gmail.com

Subject: Formal Resignation – John Smith

Dear Mr. Ahmed Khan,

I hope this message finds you well.

I am writing to formally resign from my position as **Sales Executive** at **BrightTech Solutions**, with my last working day being **Friday, October 4, 2025**, in accordance with my 30-day notice period starting today, **September 8, 2025**.

I have recently accepted a new job opportunity that aligns closely with my long-term career goals. While I am excited for this next chapter, this decision was not made lightly. Working at **BrightTech Solutions** has been an incredibly valuable experience, and I am sincerely grateful for the support, mentorship, and opportunities I've received during my time here.

Over the coming weeks, I am fully committed to ensuring a smooth and professional transition. I will complete all pending tasks, document my current responsibilities, and assist in any training or handover required to support the team.

Please let me know how I can best support this process. I want to ensure that my departure causes minimal disruption and that my responsibilities are passed on seamlessly.

Thank you once again for the opportunity to be a part of **BrightTech Solutions**. I have great respect for the team and wish continued success to you and the company. I hope to keep in touch in the future.

Warm regards,

John Smith

Sales Executive

john.smith@gmail.com

+1-234-567-8900

Quotation email

From: amit.verma@eliteworkspace.in

To: rakesh.sharma@globaltech.in

Subject: Official Quotation for Office Furniture Supply – Quotation No. QTN-2025-0912

To: Mr. Rakesh Sharma

Procurement Manager

Global Tech Solutions Pvt. Ltd.

15th Floor, Tower A, Cyber City, Gurugram – 122002

Email: rakesh.sharma@globaltech.in

Dear Mr. Sharma,

Greetings from **Elite Workspace Solutions Pvt. Ltd.**

Thank you for considering us for your office furnishing requirements. As per your request, we are pleased to submit our official quotation for the supply of office furniture. Kindly find the detailed proposal below:

Quotation Details

Company Name: Elite Workspace Solutions Pvt. Ltd.

Company Address: 3rd Floor, Omega Business Park, Andheri East, Mumbai – 400059

Contact Person: Mr. Amit Verma

Designation: Sales Manager

Contact Number: +91-98210-12345

Email ID: amit.verma@eliteworkspace.in

Quotation Number: QTN-2025-0912

Date: 08th September 2025

Client Name: Global Tech Solutions Pvt. Ltd.

Client Address: Tower A, Cyber City, Gurugram – 122002

Products & Pricing

Sr. No.	Product Description	Quantity	Unit Price (INR)	Total (INR)
1	Executive Office Chair (Model EX-550)	10	₹6,500	₹65,000
2	Modular Workstation (4-seater)	5	₹18,000	₹90,000
3	Conference Table (10-Seater)	1	₹32,000	₹32,000
4	Steel Filing Cabinet (4 Drawer)	4	₹7,500	₹30,000

Sr. No.	Product Description	Quantity	Unit Price (INR)	Total (INR)
	Subtotal			₹217,000
	GST @ 18%			₹39,060
	Grand Total			₹256,060

Terms & Conditions

- **Quotation Validity:** 30 days from the quotation date
- **Delivery Time:** Within 10–12 working days from the date of confirmed Purchase Order
- **Payment Terms:** 50% advance along with Purchase Order, 50% upon delivery
- **Mode of Payment:** NEFT/RTGS/IMPS – bank details will be shared upon order confirmation
- **Warranty:** 12 months manufacturer warranty on all products
- **Installation:** Included in the quoted price
- **Taxes:** GST as applicable (included above)

Should you require any modifications or additional items, we would be happy to revise the quotation accordingly.

We sincerely look forward to the opportunity to work with Global Tech Solutions and assure you of our best service and quality products at all times.

Please feel free to reach out to me for any further clarifications or discussions.

Warm regards,

Amit Verma

Sales Manager

Elite Workspace Solutions Pvt. Ltd.

Mobile: +91-98210-12345

Email: amit.verma@eliteworkspace.in

Website: www.eliteworkspace.in

Reminder email

From: cybercareercentre@gmail.com

To: pavanshah22@gmail.com

Subject: upcoming payment due date

Dear Mr. Pavan Shah,

I hope this message finds you well.

This is a gentle reminder regarding the pending payment for **Invoice #2566** issued to **Cyber Career Centre**. As per our records, the amount of **₹25,000** is due and the payment deadline is **22nd September 2025**.

Invoice Details:

- **Invoice Number:** 2566
- **Amount Due:** ₹25,000
- **Due Date:** 22nd September 2025
- **Client Name:** Mr. Pavan Shah

Kindly arrange for the payment at your earliest convenience. If the payment has already been made, please disregard this message or share the payment confirmation for our records.

If you have any queries or require further details, feel free to contact me at **2502123268**.

Thank you for your attention to this matter.

Best regards,

[Joyti kumari]

HR Department

Cyber Career Centre

Contact: 2502123268

Apology email

From:Rahul69@gmail.com

To:ankit22@gmail.com

Subject: *Sincere Apology for Not Being Able to Visit*

Dear Ankit,

I hope you're doing well.

I wanted to sincerely apologize for not being able to come to your home as planned. Unfortunately, I have a family function scheduled on the same day, and I'll be going out with my family, so I won't be able to make it.

I truly value our friendship, and I was looking forward to spending time with you. I hope you can understand the situation, and I'm really sorry for any inconvenience this may have caused.

Let's definitely plan to catch up soon — I'd love to make it up to you.

Thanks for your understanding, and please give my regards to your family as well.

Warm regards,

[Rahul]

THANK YOU EMAIL

From: Royalnawab55@gmail.com

To: Jaysingh10@gmail.com

Subject: Thank You for Visiting Nawab Store!

Dear [jay singh],

Thank you for visiting **Nawab Store** — it was a pleasure to welcome you!

We truly appreciate you taking the time to stop by, and we hope you had a pleasant experience exploring our collection. At Nawab Store, we are committed to providing quality products and excellent service, and we hope to see you again soon.

If you have any questions, need assistance, or would like to know more about any of our items, please feel free to get in touch.

Thank you once again for your visit!

Warm regards,

[Rajput neetu]

Nawab Store

[9955882200]

[royalnawab55@gmail.com]
