

**1.**

## **1.Resignation Email**

Subject : Resignation Notice

Dear nakul vaghela,

I hope this email finds you well. I am writing to formally announce my resignation from my position as junior web developer at oneonic , effective 4-3-2025.

This decision was not an easy one, but after careful consideration, I believe it is the right step for my career at this time. I am truly grateful for the opportunities I've had here, and I appreciate the support, guidance, and valuable experiences I've gained during my tenure.

Over the next 4-3-2025, I am committed to ensuring a smooth transition. Please let me know how I can assist in handing over my responsibilities or training a replacement.

Best regards,

**Kaushik Chauhan**

8866131292

# 2.

## 2. Thank You Email

Subject: Thank You for Your Support

Dear meet tukadiya,

I hope this message finds you well. I wanted to take a moment to sincerely thank you for your invaluable support and guidance in helping me build my website. Your encouragement and advice played a crucial role in helping me complete this project successfully.

I truly appreciate your time and expertise and look forward to learning more from you in the future.

Warm regards,

**Kaushik Chauhan**

# 3.

## 3.Letter of Apology

Subject: Apology for the Delay in Submission

Dear meet tukadiya,

I sincerely apologize for the delay in submitting the report. Unfortunately, unexpected technical issues arose, which impacted the timeline. I take full responsibility for this oversight and any inconvenience it may have caused.

I appreciate your patience and understanding in this matter and assure you that I am taking steps to prevent such delays in the future.

Best regards,

**Kaushik Chauhan**

# 4.

## 4. Quotation Email

Subject: Quotation for Your Website Development Project

Dear Pratik parmar,

I hope this email finds you well.

As requested, please find attached the detailed quotation for your website development project. Should you have any questions or require any modifications, please don't hesitate to reach out—I'd be happy to assist.

Looking forward to your feedback.

Best regards,

**Kaushik Chauhan**

# 5.

## 5. Introduction Email to Client

Subject: Introduction & Web Development

Dear ravi khnadar,

I hope this message finds you well.

My name is chauhan kaushik , and I specialize in professional web development services. I'm reaching out to introduce myself and explore potential collaboration opportunities that could benefit your business.

I'd love to schedule a quick call or meeting at your convenience to discuss how I can support your needs. Please let me know a time that works for you.

Looking forward to the possibility of working together.

Best regards,

**Kaushik Chauhan**