

## **Professional Emails – Nisha Valand**

### **1. Thank You Email**

Subject: Thank You for Your Support

Dear Mr. Sharma,

I sincerely thank you for your support and guidance during the recent project. Your timely feedback and valuable insights helped me complete my tasks effectively.

I truly appreciate your assistance and look forward to working together on future assignments.

Warm regards,  
Nisha Valand

### **2. Letter of Apology**

Subject: Apology for Missing Deadline

Dear Mr. Sharma,

I would like to sincerely apologize for not meeting the deadline for the assigned project. I understand the importance of timely delivery and regret the inconvenience caused.

I have taken steps to ensure this does not happen again and am working to complete the task as soon as possible.

Thank you for your understanding.

Sincerely,  
Nisha Valand

### **3. Reminder Email**

Subject: Gentle Reminder: Pending Approval for Project Proposal

Dear Mr. Sharma,

I hope this message finds you well. I am writing to remind you regarding the approval of the project proposal submitted on 1st June.

Your approval is essential for us to proceed further. Kindly review the document at your earliest convenience.

Looking forward to your response.

Best regards,  
Nisha Valand

#### 4. Email Asking for a Status Update

Subject: Request for Status Update on Report Submission

Dear Mr. Sharma,  
I hope you're doing well. I am writing to check the status of the report I submitted on 3rd June. I would appreciate it if you could let me know the current progress or if any additional information is needed from my side.

Thank you in advance for your update.

Kind regards,  
Nisha Valand

#### 5. Resignation Email

Subject: Resignation from the Position of Assistant Analyst

Dear Mr. Sharma,  
I am writing to formally resign from my position as Assistant Analyst at ABC Solutions, effective 21st June 2025.

This decision was not easy, but it aligns with my personal and professional growth plans. I am grateful for the opportunities and support provided during my time here.

I will ensure a smooth transition and assist in handing over my responsibilities.

Thank you again.

Sincerely,  
Nisha Valand