

# 1. -----Thank you Email-----

From: [vasup739@gmail.com](mailto:vasup739@gmail.com)

To: [xyz123@gmail.com](mailto:xyz123@gmail.com)

Subject: Thank You for guidance and support

Dear: Rahul

I would like to thank you for the invaluable support you provided to me during my recent career search.

When I began this search, I had very little idea how to go about it or how to network to discover new job opportunities. The information and advice you gave (and, in particular, the list of contacts you shared with me) made all the difference in helping me to focus my job search.

I'm happy to report that I have just accepted a new position with ACME Auto! Again, thank you so very much. I greatly appreciate your generosity.

Sincerely,

Vasu Bhut

## 2. -----Email to Your Boss About a Problem (Requesting Help)-----

From: [vasup739@gmail.com](mailto:vasup739@gmail.com)

To: [abc123@gmail.com](mailto:abc123@gmail.com)

Subject: Request for Assistance with Problem

Dear: Haresh

I hope this email finds you well. I am writing to bring to your attention a problem that I am currently facing in my role as Java Developer. I am having difficulty with out of time office and I was hoping that you could offer some guidance or assistance.

The issue is At that time, the work cannot be done on time. I have tried out of time office, but unfortunately, I have not been able to resolve it on my own. I believe that your input and expertise would be invaluable in helping me to find a solution. I would appreciate the opportunity to If it would be helpful, I would be happy to schedule a meeting to discuss this further and provide more context. Please let me know if this is something that we can discuss in more detail.

Thank you for your time and consideration. I look forward to hearing from you soon.

Best regards,

Vasu Bhut

### 3. -----Introduction email to client-----

From: [vasup739@gmail.com](mailto:vasup739@gmail.com)

To: [abc@gmail.com](mailto:abc@gmail.com)

Subject: Introduction and Welcome to Company Name

Dear: Ravi

I am thrilled to introduce myself as Vasu Bhut, Java Developer at Rejoice Hub. We are excited to have you on board as our valued client, and I am looking forward to working with you to achieve your goals.

As we discussed during our initial conversation, our team is committed to providing you with exceptional service and support to help you Travel Management System project. I want to assure you that we will work closely with you to understand your needs and preferences, and tailor our approach to meet your unique requirements.

A little about me: I have 2 years of experience in Webs Optimization Software, and I am passionate about delivering high-quality results that exceed client expectations. My role is to ensure that you receive the best possible service and support throughout our collaboration.

Thank you for choosing [Company Name], and I look forward to a successful collaboration.

Best regards,

Vasu Bhut

#### 4. -----\_RESIGNATION-----

From: [vasup739@gmail.com](mailto:vasup739@gmail.com)

To: [kj@gmail.com](mailto:kj@gmail.com)

Subject: RESIGNATION

RESPECTED SIR/MEDAM

I AM WRITING TO INFORM YOU THAT I AM RESIGNING FROM MY POSITION AS A LABORATORY TECHNICIAN AT SHREE KHIMJI JAMNADAS CHHATRALA CHARITABLE TRUST. MY LAST DAY OF WORK WILL BE 29th FEBRUARY 2024.

I WOULD LIKE TO TAKE THIS OPPORTUNITY TO THANK YOU FOR THE TIME I WORKED IS ENJOYABLE AND FULFILLING EMPLOYMENT. I HAVE LEARNED A LOT DURING MY TIME HERE AND WILL BE LEAVING WITH MANY GREAT EXPERIENCES AND FOND MEMORIES

I AM ALSO THANKFUL TO ALL TEAM OF KJ NIDAN KENDRA FOR MY GROWTH AND IMPROVEMENT.

THANK YOU.

Yours Sincerely,

Vasu Bhut

## 5. ----- Email asking for a status update-----

From: vasup739@gmail.com

To: jigar@gmail.com

Subject: Status Update - Website Redesign Project

Dear: Jigar

I hope this email finds you well. I am writing to request a status update on project that we previously discussed. As we approach the deadline, I would like to get a sense of the current progress and any challenges that you may be facing.

Could you please provide me with a brief update on the following:

- Status of the project

Thank you for your time and effort on this project. I look forward to hearing back from you soon.

Best regards,

Vasu Bhut