

## **Module -1**

### **1. Thank You Email to Soft Skill Trainer**

Subject: Heartfelt Thanks for Your Guidance

Dear Bhoomi Ma'am,

I hope you're doing well. I wanted to sincerely thank you for the wonderful training sessions you conducted. Your way of explaining communication techniques and boosting confidence has truly helped me grow both personally and professionally.

Your dedication and encouragement made the sessions interactive and meaningful. I'm grateful for your support and I will surely carry your lessons forward in my journey.

Warm regards,

Chintani Khemani

### **2. Project Reminder Email**

Subject: Follow-Up on Digital Dashboard Implementation Timeline

Dear Team,

I hope this email finds you well. I am writing to remind you about the Digital Dashboard Implementation Project, which was scheduled for Phase 2 completion by 15th July 2025.

Kindly let us know the current progress and share the updated timeline, if there are any delays. Please also confirm the date for the next review meeting, so we can align on pending deliverables.

Looking forward to your response.

Best regards,

Chintani Khemani

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Business Correspondent

TechNova Solutions Pvt. Ltd.

### 3. Request for Salary Raise

Subject: Request for Salary Revision Data Analyst Role

Dear HR Team,

I hope you are doing well. I am writing to formally request a salary revision for my role as a Data Analyst at TechNova Solutions Pvt. Ltd.

Over the past 12 months, I have consistently met deadlines, contributed to successful data-driven strategies, and have been actively involved in client communications. I believe this performance reflects my growth and the added value I bring to the team.

I kindly request a revision in my compensation and would be happy to discuss this in a formal meeting at your convenience.

Thank you for considering my request.

Warm regards,

Chintani Khemani

### 4. Resignation Email

Subject: Formal Resignation Two Weeks Notice

Dear Kartik Shah,

I hope you are doing well. Please consider this email as formal notice of my resignation from my position as Data Analyst at TechNova Solutions Pvt. Ltd., effective 30th July 2025.

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This decision wasn't easy and comes after deep consideration of my long-term career goals. I am truly grateful for the opportunities, mentorship, and team environment I've experienced during my time here.

I assure you full cooperation during the transition and am happy to assist in training a replacement if needed.

Sincerely,

Chintani Khemani

### 5. Client Introduction Email

Subject: Introduction Data Analyst from TechNova Solutions

Dear Mr. Rohan Patel,

I hope this message finds you well. My name is Chintani Khemani, and I have recently joined TechNova Solutions Pvt. Ltd. as a Data Analyst. I will be working closely with your team on the upcoming analytics and reporting modules.

I am excited to contribute and ensure smooth communication and timely delivery of our services. Please feel free to reach out to me at any point for queries or support.

Looking forward to a great collaboration.

Warm regards,

Chintani Khemani