

Module 1:

Effective Communication

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. Thank you Email

Subject: Heartfelt Thanks for Your
Wonderful Teaching

Dear Ma'am,

I hope you're doing well.

I just wanted to take a moment to
sincerely thank you for your
excellent teaching during our soft
skills classes.

Your way of explaining things so
clearly and encouraging us to
improve has made a big difference.
I have learned a lot — not just
skills, but also confidence and

communication. Your support means a lot to me.

Thank you once again for your dedication and kindness.

Looking forward to learning more from you.

Warm regards,
Chintani khemani.

2. Letter of Apology

Date: 11 July 2025

To,

Mrs. Rachna ma'am

Soft Skills Trainer

GTU.

Subject: Heartfelt Apology for Missing
Class

Dear Ma'am,

I hope you are doing well.

I am writing this letter to sincerely apologize for my absence from your soft skills class on 8 July 2025. Due to an unexpected personal emergency, I could not attend, and I deeply regret missing the valuable session you had planned.

I truly understand the importance of every class you conduct. Your engaging teaching style, thoughtful insights, and encouragement have greatly helped me improve my communication and confidence. It pains me to think that I missed even a single session of your wonderful lessons.

I take full responsibility for this lapse and assure you that it will not happen again. I will make sure to catch up thoroughly on what I missed—by reviewing class notes, seeking help from classmates, and approaching you if I have any doubts.

Please accept my heartfelt apology. I value your time and guidance, and I

hope to make up for this absence by being more punctual and committed going forward.

Thank you for your understanding and patience.

Warm regards,
Chintani Khemani

3. Resignation Email

Subject: Resignation Letter

Dear Deepak sir,

I hope this message finds you well.

I am writing to formally resign from my position at xyz corporation, effective from Last Working Day, 15th July 2025.

This was not an easy decision for me, as I have genuinely enjoyed working with the team and have learned a lot during my time here. However, due to personal growth and education plans, I believe it is the right time for me to move on.

I am extremely thankful for the opportunities, support, and guidance I received during my tenure. I will ensure a smooth handover of my responsibilities and

am happy to assist in the transition process in any way required.

Thank you once again for everything. I look forward to staying in touch and wish the team continued success.

Warm regards,
Chintani Khemani

10. Introduction Email to Client

Subject: Introduction –
chintani khemani
from The cocoa co.

Dear Mr.Raaj Sudhani,

I hope you are doing well.

My name is Chintani Khemani,
and I represent The Cocoa co.

We specialize in chocolates
With a high quality of a cocoa


I'm reaching out to introduce
myself and explore how we can
potentially support your goals.

Our team has worked with
brands in entisi,Browns and
more, Heer sons.

I'd be happy to schedule a quick call or meeting to understand your needs better and share how we can help.

Looking forward to hearing from you!

Warm regards,
Chintani Khemani
Founder, The cocoa co.

 7041663298



thecocoa.support@gmail.com



www.cococo.com

5. Asking for a Raise in Salary

Subject: Request for Salary Review

Dear Mr. Ramesh Makhija,

I hope you are doing well.

I am writing to formally request a review of my current salary. Over the past 10 months of working with Makhija Solutions Pvt. Ltd., I have thoroughly enjoyed being part of the team and contributing to various key projects — especially the successful completion of the

Client Outreach Automation Tool
and the Customer Feedback
Analytics Dashboard.

In this time, I have consistently met my performance goals, taken on additional responsibilities, and helped streamline workflow in our department. I have also been proactive in supporting new team members and bringing process improvements.

Given my contributions and the rising cost of living, I would kindly request you to consider an appropriate increase in my salary. I am confident that my dedication

and ongoing efforts will continue to bring value to the organization.

I would be happy to discuss this further at a time convenient to you.

Thank you for your time and consideration.

Warm regards,
Chintani Khemani
Data Analyst – Makhija Solutions
Pvt. Ltd.



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