**Assignment**

**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: Thank You for Your Support

Dear Rahul,

I hope this message finds you well. I would like to express my sincere gratitude for your support during in my college project. Your guidance was invaluable, and I truly appreciate the time and effort you dedicated to ensuring our success.

Thank you once again for your assistance. I look forward to collaborating with you in the future.

Best regards,

Mohit Varma

**2. Letter of Apology**

Subject: Apology for Mistake in my project

Respected, HR

I am writing to sincerely apologize for Mistake in my project. I understand that this may have caused inconvenience, and I take full responsibility for the oversight.

Please be assured that I am taking the necessary steps to rectify the situation and prevent it from happening again in the future. Your understanding and patience in this matter are greatly appreciated.

Thank you for your understanding.

Sincerely,

Mohit Varma

**3. Reminder Email**

Subject: Friendly Reminder: For Assignment Submission

Dear Dhruv,

I hope this message finds you well. I wanted to send a friendly reminder regarding our Assignment submission that scheduled for last date tomorrow.

Please let me know if you require any further information or assistance in writing assignment. I look forward to your confirmation.

Thank you for your attention to this matter.

Best regards,

Mohit Varma

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

Subject: Request for Status Update

Dear Harsh,

I hope you're doing well. I wanted to follow up on presentation and task that I gives you last week and kindly want to know their status and update.

If there are any issues or additional information needed from my side, let me know, I am available to hear and help you.

Best regards,  
Mohit Varma

**5. Resignation Email**

Subject: Resignation Notice

Respected, HR

I am writing to formally resign from my position as CFA at A&S outsourcing solutions, my last day of work will be 10/01/2025, providing 15 days’ notice period as required by my employment contract.

I want to express my gratitude for the opportunities I've had during my time here and for the support from you and the team. I have learned a great deal and appreciated the chance to contribute to the company's success.

Please let me know how I can assist with the transition process to ensure a smooth handover of my responsibilities.

Thank you again, and I wish the team continued success.

Best regards,  
Mohit Varma