

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

1. Thank you Email

From yaduvanshiadarsh55@gmail.com ▾

To  abc@gmail.com ▾

Thank you

Dear Sir,

Thank you for taking the time to meet with me, assist me, |provide guidance. I sincerely appreciate your support and the opportunity to [mention the purpose briefly].

Your time and consideration were greatly valued, and I am thankful for your assistance.

Please do not hesitate to contact me if any further information is required.

Kind regards,
Adarsh Yadav

2. Letter of Apology

From yaduvanshiadarsh55@gmail.com ▾

To  abc@gmail.com ▾

Apology for the Inconvenience

Dear Sir,

I am writing to sincerely apologize for the delay in the completion of the project. I understand that this delay may have caused inconvenience, and I take full responsibility for not meeting the agreed timeline.

Please be assured that I am taking the necessary steps to address the situation and to ensure that the project is completed to a high standard as soon as possible. I truly value our professional relationship and appreciate your patience and understanding.

Thank you for your time and consideration.

Yours sincerely,
Adarsh Yadav

3. Email of Inquiry for Requesting Information

From yaduvanshiadarsh55@gmail.com

To  abc@gmail.com

Inquiry Regarding Project Module

Dear Sir,

I hope you are doing well. I am writing to kindly request the project modules related to our current project. I would appreciate it if you could share the relevant modules or provide details on how I may access them at your convenience.

Thank you very much for your time and assistance. I look forward to your response.

Kind regards,
Adarsh Yadav

From yaduvanshiadarsh55@gmail.com

To  abc@gmail.com

Request for Salary Hike

Dear Sir,

I hope this message finds you well. I am writing to respectfully request a review of my current salary. Over the past One years, I have taken on additional responsibilities and consistently worked toward achieving our organizational goals.

I would appreciate the opportunity to discuss my performance and potential salary adjustment at a time convenient for you. Thank you for your time and consideration.

Yours sincerely,
Adarsh Yadav

From yaduvanshiadarsh55@gmail.com

To  abc@gmail.com

Resignation Notice

Dear Sir,

Please accept this email as formal notice of my resignation from my position as Senior Developer, effective 2 years.

I am grateful for the opportunities and support I have received during my time with the organization. I am committed to ensuring a smooth transition and will assist in any way possible during my remaining period.

Thank you for your guidance and understanding.

Yours sincerely,
Adarsh Yadav