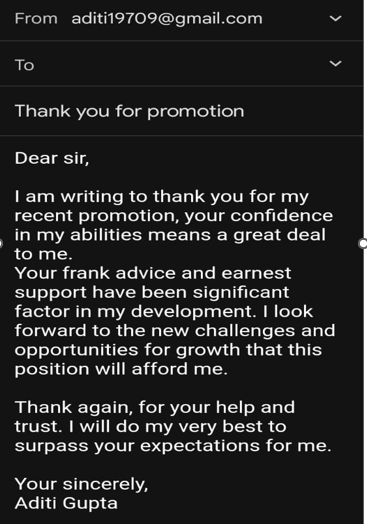
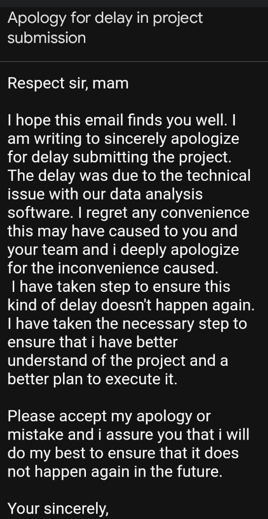
**Module 1: Effective Communication**

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

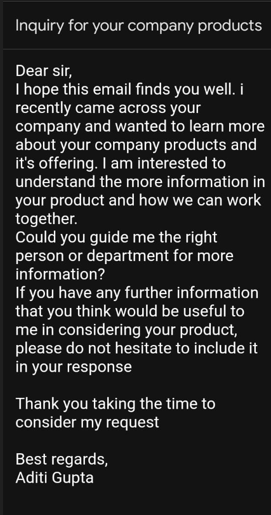
1. **Thank you Email.**



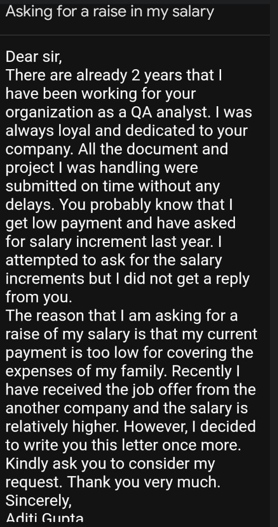
1. **Letter of Apology**



1. **Email of inquiry for requesting information**



1. **Asking for a Raise in Salary**

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1. **Resignation Email**

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