

Module-1: Effective Communication

01-Introduction Email to Client:

To: mno789@gmail.com

Subject: Introduction and Welcome

Dear Manoj Jha,

I hope this email finds you well. My name is Ankit Jha, and I am your manager at abc company. I am thrilled to be working with you and excited about the opportunity to major project of saloon.

I wanted to take a moment to introduce myself and express my enthusiasm for our collaboration. I am committed to delivering exceptional results and ensuring your satisfaction throughout our working relationship.

Please feel free to contact me directly if you have any questions, concerns, or need any updates on our project.

Thank you again for your kindness and generosity. I am grateful for your presence in my life.

Best regards,

ANKIT JHA

02-Thank you Email:

To: abc321@gmail.com

Subject: Thank you for your support

Dear Munni Jha,

I wanted to take a moment to express my heartfelt thanks for your support.

Your support meant a great deal to me and I truly appreciate the time and effort you invested.

Thank you again for your kindness and generosity. I am grateful for your presence in my life.

Best regards,

Ankit Jha

03-Reminder Email:

To: def226@gmail.com

Subject: Reminder-Task

Dear Ankit,

This is a friendly reminder about Task that is scheduled for tomorrow.

Details:

~ Date: 24-10-24

~Time: Before 12am

If you have any questions or concerns, please don't hesitate to reach out.

Looking Forward to Seeing your task on 24-10-24

Best regards,

Ankit Jha

04-Resignation Email:

To: xyz456@gmail.com

Subject: Notification of Resignation

Dear Rajesh Patel sir,

Please accept this email as formal notice of my resignation from my position as Assistant Manager at xyz company,

Effective 24-10-24

I appreciate the opportunities I have had while working at xyz company, and I am grateful for the experience and knowledge gained during my time here.

I will do my best to ensure a smooth transition of my responsibility and complete any outstanding tasks before my departure.

If there is anything specific you would like me to focus on during my remaining time here, please let me know

Thank you again for the opportunity to work at xyz company. I wish the company success in the future.

Sincerely,

Ankit Jha

05-Email of Inquiry for Requesting Information:

To: abc765@gmail.com

Subject: Request for Information on Washing machine service

Dear Manan Patel,

I hope this email finds you well. My name is Ankit Jha, and I am reaching out to Inquire about service? I would greatly appreciate any details you can share regarding washing machine service.

If possible, could you also let me know about [Any other information or next steps]?

Thank you for your time and assistance. I look forward to hearing from you soon.

Best regards,

Ankit Jha