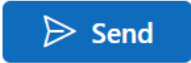# TOPS Technology

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

▷ Send	From: ansariaman19487@gmail.com ⌄		🗑 ⬀

To	amanhusain020202@gmail.com ✕	Cc Bcc

Thank You for Your Supports...	Draft saved at 10:03 AM

Dear Sir,

I hope this email finds you well. I am writing to express my gratitude for your valuable support and guidance during my Full Stack Development journey at TOPS Technology. Your insights, particularly on Backend Technology, have significantly enhanced my understanding and skills.

I truly appreciate the time and effort you dedicate to mentoring students like me. I look forward to applying the knowledge gained under your guidance in upcoming projects and opportunities.

Thank you once again for your encouragement and mentorship.

Best regards,
Ansari Amanhusain Kalimuddin
Full Stack Development Student

TOPS Technology

2. Letter of Apology

To   amanhusain020202@gmail.com ✕   Cc   Bcc

Apologies for the Delay in Submitting the Assignment of Java   Draft saved at 10:25 AM

Dear Sir,

I am writing to apologize for the delay in submitting Java Assignment. I understand the importance of adhering to deadlines, and I regret any inconvenience my delay may have caused.

To ensure this does not happen in the future, I am implementing better time management practices and tracking my tasks more diligently. Please let me know if there's anything further I can do to make up for the delay.

Thank you for your understanding. I deeply value the opportunity to learn under your guidance and will strive to meet expectations moving forward.

Yours sincerely,
Ansari Amanhusain Kalimuddin
Full Stack Development Student

TOPS Technology

3. Reminder Email

▷ Send	From: ansariaman19487@gmail.com ⌄		🗑 ⊡

To	amanhusain020202@gmail.com ✕		Cc Bcc

Reminder: Pending Feedback for OOPS Assignment   Draft saved at 10:30 AM

Dear Mam,

I hope this email finds you well. I wanted to kindly remind you about the feedback for my OOPS Assignment, submitted on 24-09-2024. Your input is important to me as I strive to improve my skills in Backend.

Please let me know if there are any updates, or if additional details are needed from my end. I appreciate your time and support.

Looking forward to your response.

Best regards,
Ansari Amanhusain Kalimuddin
Full Stack Development Student

TOPS Technology

4. Email Asking for a Status Update

Send From: ansariaman19487@gmail.com ⌄

To amanhusain020202@gmail.com ✕   Cc   Bcc

Request for Update on Java Assignment   Draft saved at 10:38 AM

Dear Sir,

I hope you are doing well. I am reaching out to request an update on Java Assignment. As I am eager to continue progressing, knowing the status will help me plan my next steps effectively.

If there's any additional information or input required from me, please let me know. I am happy to assist in any way I can.

Thank you for your time and consideration. Looking forward to your response.

Best regards,
Ansari Amanhusain Kalimuddin
Full Stack Development Student

TOPS Technology

5. Resignation Email

Send | From: ansariaman19487@gmail.com ⌄ | 🗑 ↗

To | amanhusain020202@gmail.com ✕ | Cc Bcc

Resignation from Internship Program | Draft saved at 10:50 AM

Dear Sir,

I am writing to formally resign from my role as a Full Stack Intern at IQM, effective last 10 working day. This decision comes after careful consideration of my academic schedule and career goals.

I am grateful for the opportunity to contribute to your Project and for the valuable learning experience I've gained. The hands-on exposure to Backend and Frontend Technology has been immensely rewarding and will greatly benefit my growth as a Full Stack Developer.

During my remaining time, I will ensure that all my tasks are completed and transitioned smoothly. Please let me know if there are any specific requirements to assist in this process.

Thank you once again for this enriching opportunity. I hope to stay in touch and wish IQM continued success.

Yours sincerely,
Ansari Amanhusain Kalimuddin
Full Stack Development Student

Submitted By:- Ansari Amanhusain K.