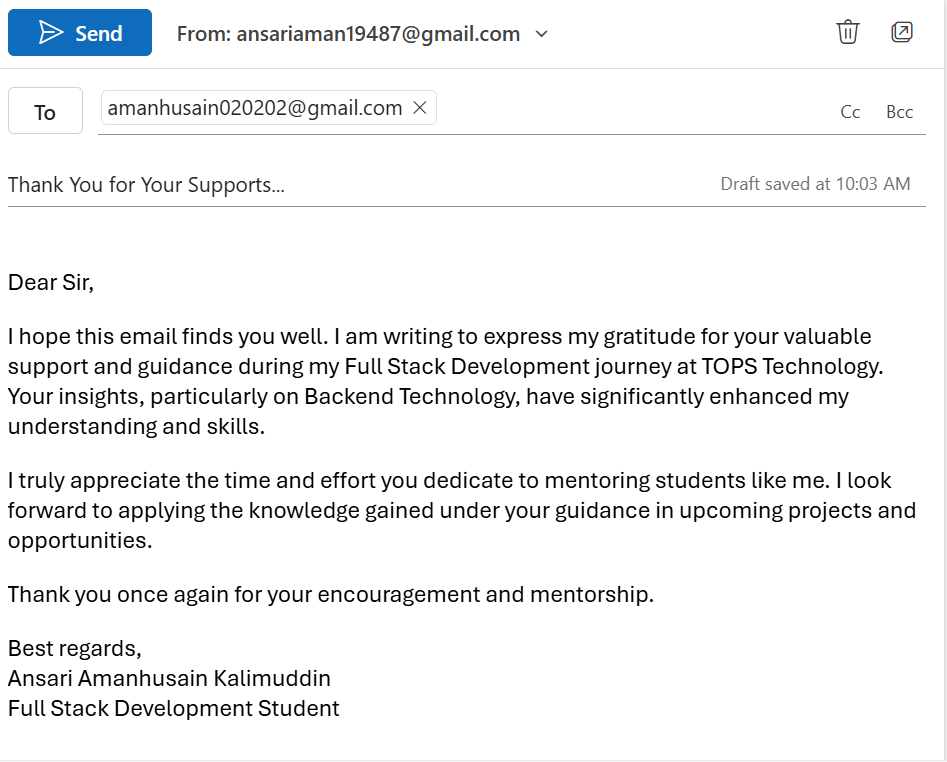
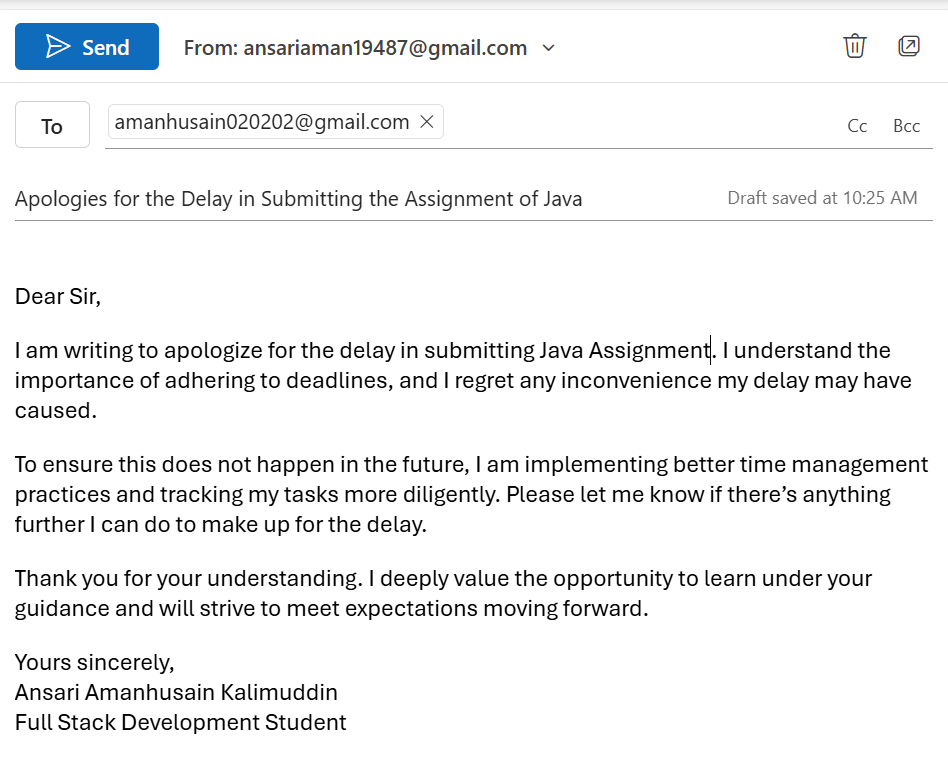
**Module 1: Effective Communication**

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

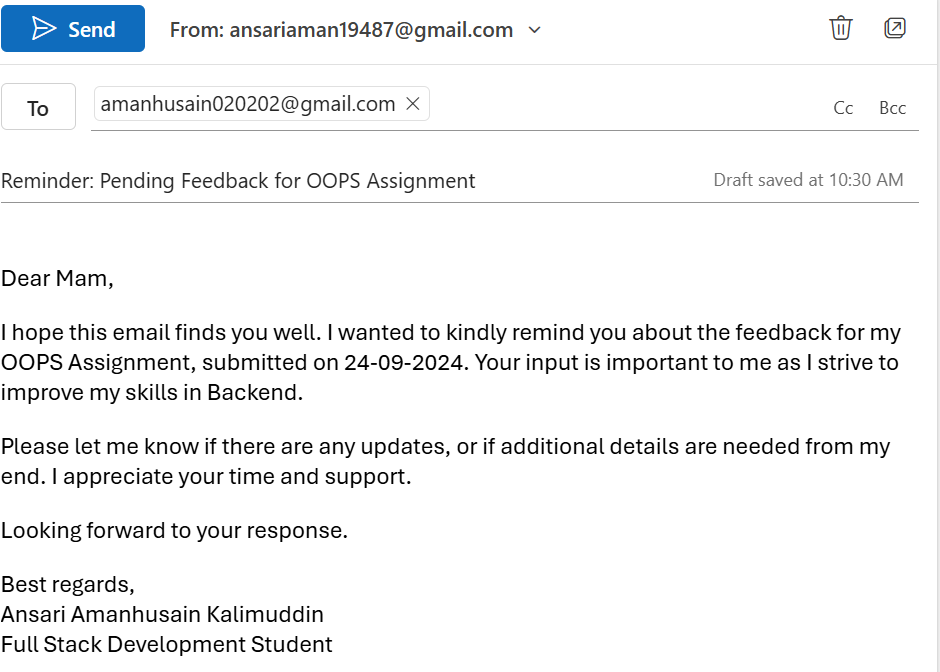
1. Thank you Email

****

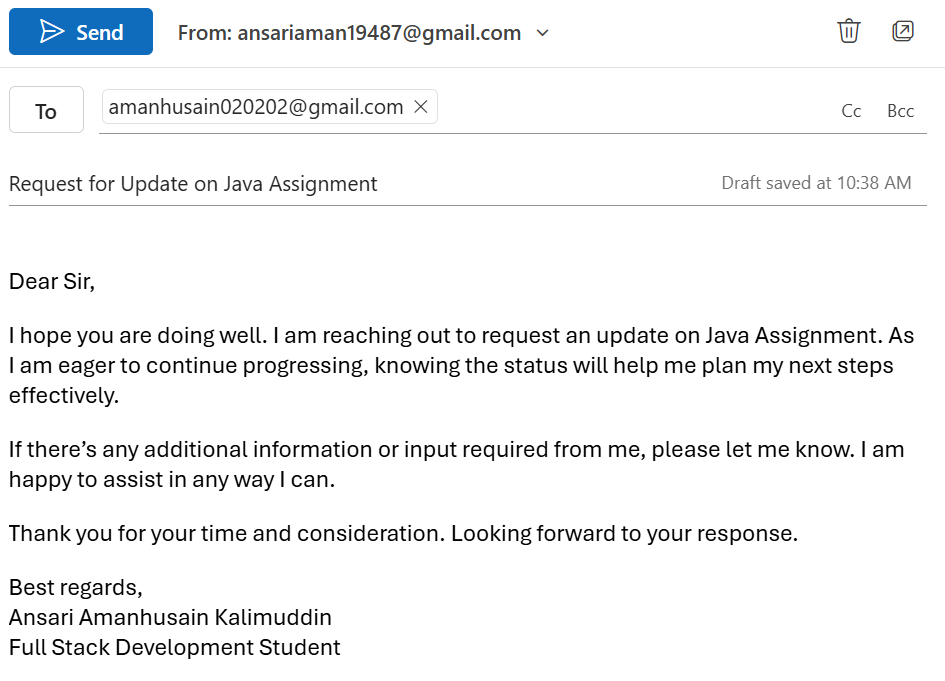
2. Letter of Apology

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3. Reminder Email

****

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



5. **Resignation Email**

