

## **Module 1 :- Effective Communication**

### **1) Introduction Email to Client**

Date: 12 June 2024

From: [hr@infraredsolution.com](mailto:hr@infraredsolution.com)

To: [client@infraredsolution.com](mailto:client@infraredsolution.com)

Subject: Introduction – HR Department, Infrared Solution

Dear Client,

I hope this email finds you well.

My name is Anshu Patel, and I am the HR Executive at Infrared Solution. I'm reaching out to introduce myself as your point of contact for any HR-related communication, coordination, or business collaboration between your organization and ours.

At Infrared Solution, we value strong professional relationships and are committed to delivering high-quality service and support. Please feel free to reach out to me anytime for assistance or queries.

I look forward to working with you and building a long-term professional relationship.

Best regards,

Anshu Patel

HR Executive | Infrared Solution

## 2) Email Asking for a Status Update

Date: 08 October 2024

From: [teamleader@infraredsolution.com](mailto:teamleader@infraredsolution.com)

To: [developer@infraredsolution.com](mailto:developer@infraredsolution.com)

Subject: Request for Status Update on Project Task

Dear Developer,

I hope you are doing well.

I am writing to ask for a quick status update on your assigned task under the current project.

Kindly share your progress and any challenges you are facing so that we can take necessary steps to ensure timely completion. Your update will help us plan the next phase efficiently.

Looking forward to your response.

Best regards,

Anshu Patel

Team Leader | Infrared Solution

### **3)Reminder Email for Due Date of Task**

Date: 16 October 2024

From: [teamleader@infraredsolution.com](mailto:teamleader@infraredsolution.com)

To: [developer@infraredsolution.com](mailto:developer@infraredsolution.com)

Subject: Reminder Task Submission Due Date Approaching

Dear Developer,

This is a gentle reminder that the due date for your assigned task is approaching soon — 20 October 2024. Please ensure the task is completed and submitted before the deadline.

If you are facing any issues or need additional support, kindly inform me as soon as possible. Timely completion will help maintain our overall project timeline.

Thank you for your cooperation.

Best regards,

Anshu Patel

Team Leader | Infrared Solution

## 4) Asking for a Raise in Salary

Date: 10 May 2025

From: [developer@infraredsolution.com](mailto:developer@infraredsolution.com)

To: [hr@infraredsolution.com](mailto:hr@infraredsolution.com)

Subject: Request for Salary Revision

Dear HR Manager,

I hope this email finds you well.

I am writing to formally request a review of my current salary based on my consistent performance and contributions to the company.

During my time at Infrared Solution, I have successfully completed several projects and taken on additional responsibilities that have added value to the team. Therefore, I would like to kindly request a salary revision in recognition of my efforts.

I would greatly appreciate your consideration and look forward to a positive response.

Best regards,

Anshu Patel

Software Engineer | Infrared Solution

## 5)Thank You Email for Salary Raise

Date: 14 May 2025

From: [developer@infraredsolution.com](mailto:developer@infraredsolution.com)

To: [hr@infraredsolution.com](mailto:hr@infraredsolution.com)

Subject: Thank You for the Salary Revision

Dear HR Manager,

I would like to sincerely thank you for approving my salary raise. I truly appreciate your consideration and the company's recognition of my work.

This gesture motivates me to continue performing at my best and contributing to Infrared Solution's success. I look forward to maintaining the same level of dedication and productivity in future projects.

Thank you once again for your trust and support.

Best regards,

Anshu Patel

Software Engineer | Infrared Solution