**MODULE 1 : EFFECTIVE COMMUNICATION**

1. **THANK YOU EMAIL**

From : [arjunp112004@gmail.com](mailto:arjunp112004@gmail.com)

To : [xyzpvtlmd@gmail.com](mailto:xyzpvtlmd@gmail.com)

Subject: Thank you for the internship opportunity.

Respected sir,

I hope you are doing well. I wanted to thank you for taking the time to interview me for the Front End Developer Role at XYZPVTLTD. I really appreciate the opportunity to learn more about the role and the team.

I am excited about the chance to contribute to XYZPVTLTD and further develop my skills in programming. I believe my background and enthusiasm for coding will allow me to add value to your team.

Thank you again for considering me for this position. I look forward to hearing from you and hope to work with you soon.

Yours faithfully,

Arjun Prajapati

1. **LETTER OF APOLOGY**

From: [arjunp112004@gmail.com](mailto:arjunp112004@gmail.com)

To: [xyzpvtlmd@gmail.com](mailto:xyzpvtlmd@gmail.com)

Subject :Apology for Not Being Able to Attend the Internship

Respected sir,

I hope you’re doing well. I’m writing to sincerely apologize for not being able to attend the Front End Developer Role at XYZPVTLTD as planned. Unfortunately my external exam timing and the time for the internship are overlapping.So, it has made it impossible for me to take part.

I’m really sorry for any trouble this may cause and I appreciate your understanding. I truly value the opportunity and hope there might be a chance to work together in the future.

Thank you again for your time and consideration.

Yours faithfully,

Arjun Prajapati

1. **REMINDER LETTER**

From: [abcpvtlmd@gmail.com](mailto:abcpvtlmd@gmail.com)

To: arjunp112004@gmail.com

Subject:Reminder:Pending fees payment for Python-full stack career program

Dear Arjun,

I hope you are doing well. I am writing to kindly remind you that the payment for Python-full stack career program is still pending. As of today, the amount of 20,000 Rs. remains outstanding, and we would appreciate it if the payment could be made by the next 15 days.

Please let me know if you require any further details or assistance regarding the payment.

Thank you for your attention to this matter, and I look forward to your prompt response.

Regerds,

ABC PVT. LTD.

1. **EMAIL ASKING FOR A STATUS UPDATE**

From : arjunp112004@gmail.com

To : [college123@gmail.com](mailto:college123@gmail.com)

Subject : Request for Project status update on college portal

Respected HOD,

I hope you’re doing well. I’m writing to ask for an update on my project submitted through the college portal. I am in Information Technology 7th Semester. My enrollment number is 21005647827.I submitted it on the portal, and I would appreciate any information on its current status or when I can expect feedback.

Please let me know if there’s anything else I need to do.

Thank you for your help. I look forward to your response.

Yours faithfully,

Arjun Prajapati

1. **RESIGNATION EMAIL**

From : [arjunp112004@gmail.com](mailto:arjunp112004@gmail.com)

To : [jaypatel01@gmail.com](mailto:jaypatel01@gmail.com)

Subject : Resignation from my position as assistant admission counselor at sigma university

Respected sir,

I hope this message finds you well. I am writing to formally resign from my position as assistant admission counselor at sigma university, effective from18 Jan 2025.

This decision was not made lightly, and I am grateful for the opportunity to work with such a talented team. I have learned a great deal during my time here and truly appreciate the support and guidance I have received.

Please let me know how I can assist in ensuring a smooth transition during my remaining time with the company. I will do everything I can to wrap up my responsibilities and support the team as needed.

Thank you once again for the opportunity, and I wish you and the company continued success.

Yours faithfully

Arjun Prajapati