

Module 1: Effective Communication

[Email Writing]

Subject: Thank You So Much for Helping Me with the Code!

Hi Paras ,

I hope you're doing well. I just wanted to take a moment to sincerely thank you for your help with the code the other day. Your guidance and support truly made a big difference, and I'm really grateful for the time you took to explain everything so clearly.

Coding can get tricky at times, and having someone like you who's patient and knowledgeable made things so much easier for me. Because of your help, I was able to fix the issue and understand the logic behind it better.

I've learned a lot, and it means a lot to me that you were willing to help. Thanks again — I really appreciate it! Let's definitely stay in touch and keep helping each other grow.

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**Warm regards,
Ayush dhaduk**

Subject: Request for Salary Review

Dear Manager ,

I hope you're doing well. I'm writing to formally request a review of my current salary. I've been consistently working to meet and exceed expectations in my role, and I've truly enjoyed contributing to the team's goals and supporting our projects.

Over the past few months, I've taken on additional responsibilities and contributed to successful project deliveries, process improvements, or mentoring teammate. I believe these efforts reflect my dedication and the value I bring to the team, and I feel this is an appropriate time to discuss a possible salary adjustment.

I would greatly appreciate the opportunity to discuss this with you at your convenience. Thank you for your time, support, and consideration.

**Best regards,
Ayush dhaduk**

Subject: Reminder: Pending Client Requirement Submission

Hi Paras,

I hope you're doing well. I wanted to gently remind you about the pending client requirements we're waiting on. These are important for us to proceed with the next steps of the project, and your input will help ensure we meet the expected timeline and deliverables.

If you're facing any difficulties or need clarification on anything, please don't hesitate to reach out. I'm happy to assist in any way I can to help you finalize the details.

Looking forward to receiving the requirements soon. Thank you for your time and cooperation.

**Best regards,
Ayush Dhaduk**

Subject: Apology for the Delay

Dear Sir/Madam,

I hope this message finds you well. I am writing to sincerely apologize for the delay in submitting the required information. I understand that this may have caused inconvenience and disrupted your schedule, and I take full responsibility for that.

There is no excuse for the delay, and I truly regret not meeting the expected timeline. I want to assure you that I am taking necessary steps to avoid such issues in the future and improve my communication and efficiency moving forward.

Thank you for your patience and understanding. I value your trust and will make every effort to ensure smoother cooperation ahead.

**Sincerely,
Ayush dhaduk**

Subject: Resignation Notice

Dear Sir/Madam,

I am writing to formally resign from my position at the company, with my last working day being [insert date, usually two weeks from today]. This decision has been made after careful thought, and I believe it is the right time for me to take the next step in my career.

I want to express my sincere thanks for the support, guidance, and opportunities I have received during my time here. Working with the team has been a valuable and rewarding experience that I will always appreciate.

I will ensure a smooth and professional transition of my responsibilities before my departure. Thank you once again for everything.

**Sincerely,
Ayush dhaduk**