Module 1: Effective Communication

Name: Bhargav Patel

Batch Time: 3:30 to 5 pm

1. Thank you Email

Dear Raj Patel,

Thank you so much for referring me for the Data Analyst role at SLS company, Anand. I really appreciate all your help in getting my foot in the door.

I hope to return the favor soon!

Sincerely,

Bhargav Patel

1. Letter of Apology

Dear Harsh Shah,

I just wanted to say I’m really sorry because I was not present in your birthday party last week. I never meant to hurt you and I feel terrible about it. Moreover, I value our friendship so much. I hope we can meet as soon as possible.

Take care,

Bhargav Patel

1. Asking for a rise in salary

Dear Nirav Patel,

I hope you are doing well. I would like to talk about the possibility of a salary enhance based on learn latest data analyst technique and my continued dedication to the team. I apricate the chance I’ve had here and would love to discuss this further at your convenience.

I am waiting to your revert.

Best regards,

Bhargav Patel

1. Resignation Email

Dear Kushal Bhatt,

I hope you’re well. I regret to inform you that I am resigning from my position as Data Analyst at SLS company. My last day at work will be on 30th Match 2025. Thank you for the opportunity to have worked here. I wish you all the best in the future.

Regards,

Bhargav Patel

1. Reminder Email

Hi Bhargav Patel,

Our much-awaited webinar is happening tomorrow and we’re excited to have you join us for an insightful session on Data base.

Date: 28th Feb 2025

Time: 7:00 to 9:00 pm

Link: www.webinar.com

Make sure to set a reminder – it’s going to be packed with valuable insights and actionable tips.

Can’t wait to see you there!

Cheers,

Dhruv Patel