

Assignment 1

Module:1 Effective Communication

To: hitbhatt@gmail.com

Subject: Simplify Your Rituals with Our Online Pandit Services

Dear Hit Bhatt,

I hope this email finds you well.

We are delighted to introduce our Gujrati Pandit services, designed to make your religious ceremonies and rituals stress-free and convenient. Whether it's a puja, havan, or any other spiritual event, our experienced Pandits can guide and assist you, ensuring every ritual is performed with precision and devotion.

Here's how we can help:

- Expert Pandits for various ceremonies
- Easy online booking at your preferred time
- Transparent pricing with all arrangements included

To book a service or learn more, please visit our website <http://gujratipandit.com> or reply to this email. We'd be happy to assist you with your spiritual needs.

Looking forward to serving you,

Om Bhatt

Founder of Gujrati pandit

gujratipandit@gmail.com

Gujrati Pandit

2.Resignation Email

Subject: Resignation – Om Bhatt

Dear Hitesh Purohit,

I am writing to formally resign from my position at Senior Developer , effective 1-1-2025.

I am grateful for the opportunities and support I've received during my time at Xpert Lab. It has been a pleasure to work with you and the team.

Please let me know if I can assist in making the transition smoother.

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

Sincerely,

Om Bhatt

3.Thank you Email

To: Hiteshpurihit@gmail.com

Subject: Thank you for the help.

Dear Hitesh,

I wanted to say thank you for all your help and support, your advice has been very helpful and I am very thankful to you for investing your precious time on me I appreciate the time you have spent on me.

Your help and support means a lot, I am very grateful for the help and support you have provided to me on my career, thank you so much for having my back at my worst.

I am very grateful that I have a friend like you at my work place.

Thank you again for everything,

Best Regards,

Bhatt Om

4.Reminder Email

Subject: Reminder: Ganesh Puja on 2nd January 2025 at 8:00 PM

Dear Hit Bhatt,

This is a kind reminder about your scheduled Ganesh Puja with us:

Date: 2nd January 2025

Time: 8:00 PM

Service: Gujarati Pandit

If you have any questions or need assistance, feel free to contact us.

Thank you for choosing our services!

Best regards,

Gujrati Pandit

gujratipandit@gmail.com

5. Email Asking for a Status Update

Subject: Request for Status Update

Dear Hit Bhatt,

I hope this email finds you well. I wanted to kindly check in and ask for an update on club management system web site.

Please let me know if there's any additional information you need from my side to proceed.

Looking forward to your response.

Best regards,

Bhatt Om

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