# Module 1: Effective Communication

**Task**: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. **Thank you Email:**



**Subject:** Thank You for Your Support

Dear Sir/Ma’am,

I hope you’re well. I just wanted to take a movement to express my feelings for your support on my difficult time. Your guidance and motivation have so helpful for me. I appreciate your time and support, because of your support it helped me to achieve my goal and I’m grateful to have you as my mentor.

Thank you for your support and kindness. I truly value your time and support. Let me know if anything is there, I can do it in the return.

Best regards,

Bhaveshsinh Solanki

1. **Email of Inquiry for Requesting Information:**



**Subject:** Inquiry Regarding Your Work

Dear Vishal Soni,

I hope you are doing all well. I am reaching out to know about your work. Well, I have seen in the office you are not comfortable doing this daily routine work, and also seen that you’re doing your work properly but it’s not perfect as your project work is.

I get to know that you are more interested in project work and team work. I have been following your work on project you had at last time. I think about to create a specific group for Project and Team Work. If you have any query on this so you can call or message me, we are going to do meeting for this soon.

I appreciate your time and look forward for your response.

Best Regards,

Bhaveshsinh Solanki

1. **Reminder Email:**



**Subject:** Upcoming Meeting on 05/03/2025 & 4:00 PM

Dear Team,

To all team members this is a normal reminder about our upcoming meeting scheduled for 05/03/2024 at 4:00pm. Meeting at the Conference Room No.05, so all of you must be there on time.

**Meeting Agenda:**

1. Growth for the company
2. New Projects
3. Your Own Opinion for Changes

Please let me know if you have any questions or if there are any changes to do schedule.

Your Faithful,

Bhaveshsinh Solanki

1. **Asking for a Raise in Salary:**



**Subject:**  Request for Salary Discussion

Dear Manager Sir,

I hope you’re doing well. I appreciate the opportunities and support that ii have received while working in the company, and I truly value being a part of team. I would like to request for a meeting to discuss the possibility of a salary increment on the based of my performance. Over the past time, I had taken on achievement and done with additional works, which have direct impact to company and our team.

So, I would appreciate the opportunity to discuss this further. Please let me know a suitable time for meeting. Thank You.

Best Regards,

Bhaveshsinh Solanki

1. **Resignation Email:**



**Subject:** Resignations Note

Dear Manager/HR,

I am here informing you about my resign from my position and from our company, the last working day is 30/03/2025. I want to express my words that our company given me the position and the opportunities, working with all of our supportive team and under you with your valuable experience. All the support and guidance you always given I appreciate for it.

Please let me know how I can assist during this notice period. Once again Thank You For Everything.

Best Regards,

Bhaveshsinh Solanki

1. **Email to Your Boss About a Problem (Requesting Help)**
2. Quotation Email
3. Email Asking for a Status Update
4. Resignation Email
5. Introduction Email to Client