

Module 1: Effective Communication

1. Thank you Email

From: devangikachhadiya37@gmail.com

To: ss@gmail.com

Subject: Thank You!

Respected Sanket Sir,

I hope this email finds you well. I just wanted to take a moment to sincerely thank you for your support and guidance in Python. I have learned so much from this experience, and it wouldn't have been possible without your invaluable contribution.

Your help truly made a difference and is greatly appreciated.

Once again, thank you so much sir!

Your Faithfully,

Devangi Kachhadiya

2. Reminder Email

From: devangikachhadiya37@gmail.com

To: darshantrivedi@gmail.com

Subject: Request for Assignment Deadline Extension

Respected Darshan sir,

I hope this email finds you well. I am reaching out regarding the Soft Skill assignment Topic Effective Communication that is currently due on 15 Nov 2024.

Due to Topic is not covered by faculty. To ensure that I can submit high-quality work, I kindly request an extension of until 25 November.

Thank you for your understanding and support. I look forward to your response.

Regards,

Devangi Kachhadiya

3. Asking for a Raise in Salary

From: devangikachhadiya37@gmail.com

To: tarktechnology@gmail.com

Subject: Request for Salary Raise

Respected Sir,

I hope you are doing well. I am writing to kindly request a review of my salary. Over the past year, I have consistently dedicated myself to my work and successfully completed two major projects. Considering my contributions and the additional responsibilities I have taken on, I believe a salary increase of at least 20% would be appropriate.

I would greatly appreciate the opportunity to discuss this further at your convenience.

Thank you for your time and consideration.

Regards,
Devangi Kachhadiya

4. Resignation Email

From: devangikachhadiya37@gmail.com

To: tarktech@gmail.com

Subject: Resignation

Respected sir,

I am writing to let you know that I am resigning from my position at Tark tech, effective last week.

This was a tough decision because I have truly enjoyed working with you and the team. I'm grateful for all the opportunities and support I've received here.

I will do my best to ensure a smooth transition. Please let me know how I can help during my notice period.

Thank you for everything, and I wish Tark tech continued success.

Regards,
Devangi Kachhadiya

5. Email Asking for a Status Update

From: devangikachhadiya37@gmail.com

To: hr@gmail.com

Subject: Request for Status Update

Respected Sir,

I hope you're doing well. I am writing to inquire about the current status of running project. I would appreciate any information you can provide regarding the progress and any upcoming actions.

Please feel free to let me know if you need anything further from my side.

Thank you for your time and attention.

Regards,

Devangi Kachhadiya