

## MODULE-1:EFFECTIVE COMUNICATION

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

1.Thank you email.

Subject Line:-Thank you for the recognition.

Hii Jay,

I am writing this email to show my appreciation upon receving promotion from your company.it is great to be a recognized for my efforts.i will be putting my more efforts into my work and helping company to achieve its goals.

Once again,Thank You for showing considerable faith in my abilities, and grant me this promotion.

Thanks,

Dharti Jethwa

2. Letter of Apology

Apology Email to a customer for poor Quality product.

Subject Line: *Please accept our apologies*

Hello Mr Vyas,

I would like to begin by extending my heartfelt apology for the poor service you experienced at our company. We acknowledge that we fell short of your requirements, and we realize how disappointed and unhappy this may have caused you to be.

We would like to express our heartfelt regret and apology for our service you experienced.

We look forward to continuing our relationship with you, and hope to hear from you soon.

Yours Sincerely,

Dharti Jethwa

### 3.Reminder Email.

Gentle reminder email for meeting.

Subject Line:Upcoming Meeting On Wednesday.

Hii Team,

Just Wanted to send a quick reminder that we have a team meeting scheduled for this Wednesday at 11 am in the conference room.

The meeting will conduct about an hour and we will be going over the report. Kindly bring a copy of the report with you to the meeting.

If you have any questions, feel free to reach out to me.

Thank you, and I'll see you all on Wednesday.

Best Regards,

Dharti

#### 4.Email Asking for a Status Update.

Project Final Status Update

Subject Line:Project Status.

Hello Mitesh,

I'm excited to announce that we have reached the end of the project and expect to deliver it to you on date 20/02/2024.

To this point, everything is on track, and we expect no further insights needed, though we are always here to answer any questions you may have.

I also wanted to thank you for trusting our team to work with you on this project. Please let us know if you have any questions, and let's wrap up the project in our scheduled meeting next week.

Kindly,

Dharti

#### 5. Resignation Email

Dear Sir,

I hope you're doing well. I am writing to formally resign from my position as Junior Office Assistant at HDFC Bank Ltd, effective December 2019.

After careful consideration, I have decided to pursue further studies to advance my career. This decision was difficult, as I greatly valued my time and experiences at HDFC Bank Ltd.

Thank you for your support and for the opportunities I have been given during my time here.

Best regards,

Dharti