Module 1: Effective Communication

From [dheeraj8021kr@gmail.com](mailto:dheeraj8021kr@gmail.com)

To [malhar-paswan@gmail.com](mailto:malhar-paswan@gmail.com)

Subject: Thank You for the Interview

Dear Malhar Paswan sir

Thank you for taking the time to meet with me today regarding the Fronted developer position at Vedlogic solutions Pvt. Ltd. appreciate the opportunity to learn more about the team and the role. It was a pleasure speaking with you and gaining insight into the exciting work being done at your company.

I am very excited about the possibility of contributing to your team and look forward to hearing from you regarding the next steps.

Thank you once again for your time and consideration

Best regards,  
Dheeraj Kumar.

From [idiya\_tech\_solutions@gmail.com](mailto:idiya_tech_solutions@gmail.com)

To [Shuddhi\_shaw@gail.com](mailto:Shuddhi_shaw@gail.com)

Subject**:** Introduction from Rohan Malhar at Idiya Tech Solutions

Dear Shuddhi shaw,

I hope this email finds you well. My name is Rohan Malhar, and I am Software Developer at Idiya Tech Solutions. I wanted to take a moment to introduce myself and express my excitement about the opportunity to work with you.

At Idiya Tech Solutions, we specialize in providing custom software development and IT consulting services and are committed to helping our clients achieve greater operational efficiency, streamline their business processes, and leverage cutting-edge technology to drive growth. I believe our solutions will provide great value to you and your team.

Please don’t hesitate to reach out if you have any questions or if there’s anything I can assist you with. I look forward to building a successful partnership and working together on your upcoming projects.

Thank you, and I look forward to connecting soon.

Best regards,

Rohan Malhar  
Software Developer

Contact = 934154908  
Idiya Tech Solutions

From [Dhanvinpatel000@gmail.com](mailto:Dhanvinpatel000@gmail.com)

To [karan0214jateja@gmail.com](mailto:karan0214jateja@gmail.com)

Subject**:** Friendly Reminder: Project Deadline Approaching

Dear Karan Jateja,

I hope this message finds you well. I am writing to gently remind you about the upcoming project deadline regarding the Website Redesign, which is due on September 12.

If you need any assistance or further information to complete the task, please don’t hesitate to let me know. I’m happy to help to ensure everything stays on track.

Thank you for your attention, and I look forward to your update.

Best regards,  
Dhanvin Patel  
Software Engineer

From [dheerajkumargupta00@gmail.com](mailto:dheerajkumargupta00@gmail.com)

To [Dhanvin\_joshi@gmail.com](mailto:Dhanvin_joshi@gmail.com)

Subject**:** Resignation Announcement

Dear Dhanvin Joshi,

I hope this message finds you well. I am writing to inform you that I have made the difficult decision to resign from my position as Guidance Counsellor at Indian Institute of Technology (IIT) Bombay, effective Six Year.

This decision was not made lightly, but after careful consideration, I believe it is the right step for me. I have genuinely enjoyed working with you and the students during my time here, and I am grateful for the opportunity to contribute to such a supportive and dynamic environment.

I am committed to assisting with the transition process and ensuring a smooth handover of my responsibilities.

Thank you for the opportunities I’ve had during my time at Indian Institute of Technology (IIT) Bombay. I wish you and the entire team continued success moving forward.

Sincerely,  
Dheeraj Kumar Gupta   
Guidance Counsellor

From [himanshu\_ghanghi@gmail.com](mailto:himanshu_ghanghi@gmail.com)

To [ranvir20252@jadeja@gmail.com](mailto:ranvir20252@jadeja@gmail.com)

Subject: Request for Salary Increase Discussion

Dear Ranvir Jadeja,

I hope you're doing well. I would like to request a meeting with you to discuss a potential salary increase. Over the past [Six year or Two months, I have made significant contributions to the company, and I believe it’s an appropriate time to review my compensation based on the value I’ve added to the team.

Some examples of my contributions include.

1. Client Portal Development

2. Internal CRM System Upgrade

3. E-commerce Platform Optimization

Given my ongoing contributions, the growth in my role, and the value I continue to bring to the team, I believe it is an appropriate time to discuss an adjustment to my salary. I am confident that my performance and dedication to the success of the company justify this request.

I would appreciate the opportunity to meet with you to discuss this further and explore how we can align my compensation with the value I provide to the team. Please let me know a convenient time for us to schedule a conversation.

Thank you for your consideration, and I look forward to hearing from you.

Best regards,  
Himanshu Gandhi  
Frontend Developer

By – Dheeraj Kumar

That’s all Thank you.