

Module 1: Effective Communication

1) Thank you Email

To: abc@gmail.com

Subject: Heartfelt Thanks for Your Support

Dear Shreya,

I hope you're doing well!

I just wanted to sincerely thank you for your support in my studies. Your help made things much easier to understand, and I truly appreciate the time and effort you took to guide me. It really means a lot to me.

If there's ever anything I can do to support you in return, please don't hesitate to ask.

Thanks once again!

Warm regards,

Dhruvi Panjari

2) Letter of Apology

To : abc@gmail.com

Subject : I'm Really Sorry

Hi Varun,

I hope you're doing okay.

I truly want to say sorry from the bottom of my heart. I joined someone else's course without telling you, and I realize it may have hurt or upset you. That was never my intention.

I should have been honest with you, and I feel bad for not sharing it earlier. You're a good friend, and I really value our friendship.

Please forgive me. I hope we can talk soon and move forward.

Take care,
Dhruvi Panjari

3) Reminder Email

To: abc@gmail.com
Subject: Reminder: Follow-up on Pending Work

Hi Ma'am,

I hope you're doing well.

Just a gentle reminder — I believe there's some work I may have missed or not followed up on. Could you please let me know what it is, so I can complete it as soon as possible?

Apologies for the delay, and thank you for your patience.

Best regards,
Dhruvi Panjari

4) Email Asking for a Status Update

To: abc@gmail.com
Subject: Follow-Up on Project Status

Dear Mahek,

I hope you're doing well.

I just wanted to check in regarding the status of the QR-Based Attendance System project. Please let me know if there are any updates or if I can assist in any way to help move things forward.

Looking forward to hearing from you.
Thank you for your time and support.

Best regards,
Dhruvi Panjari

5) Email to Your Boss About a Problem (Requesting Help)

To: abc@gmail.com

Subject: Resignation Letter – Dhruvi Panjari

Dear Manager,

I hope you're doing well.

I'm writing to formally resign from my position at TCS. My last working day will be 30th June 2025. This decision was not easy, but I feel it's the right time for me to explore new opportunities and take the next step in my career.

I'm truly grateful for the support, guidance, and valuable experience I've gained while working here. Thank you for everything.

Please let me know if there's anything I can do to help during the notice period.

Thank you once again.

Best regards,
Dhruvi Panjari