

# **Module 1: Effective Communication**

## **1. Thank you Email**

**From:** [dhvanipancholi7@gmail.com](mailto:dhvanipancholi7@gmail.com)

**To:** [ankita12@gmail.com](mailto:ankita12@gmail.com)

**Subject:** Thank You for Your Support

Respected Ankita Ma'am,

I hope this email finds you well . I am writing to express my heartfelt gratitude for your support and guidance throughout my admission process at Tops Technology. Your guidance and prompt assistance made everything smooth and stress-free.

I truly appreciate your help and look forward to starting my journey here.

Your Sincerely,

Dhvani Pancholi

## 2. Reminder Email

**From:** [dhvanipancholi7@gmail.com](mailto:dhvanipancholi7@gmail.com)

**To:** [jaydeeppramanuj@gmail.com](mailto:jaydeeppramanuj@gmail.com)

**Subject:** C Language Assignment Review

Respected Jaydeep sir,

I hope this message finds you well. I wanted to kindly remind you about my C language assignment that I have published on Github. If you could take a moment to review it, I would greatly appreciate your feedback.

Thank you for your time and support.

Best Regards,

Dhavni Pancholi

### 3. Email Asking for a Status Update

**From:** [dhvanipancholi7@gmail.com](mailto:dhvanipancholi7@gmail.com)

**To:** [weybeesolution@gmail.com](mailto:weybeesolution@gmail.com)

**Subject:** Follow-Up on Job Application

Respected Sir,

I hope this email finds you well. I am writing to inquire about the status of my job application for the Backend Developer position I submitted on 2<sup>nd</sup> june. I am very enthusiastic about the opportunity to join your team and would love to know if there have been any updates regarding my application.

Thank you for your time, and I look forward to your response.

Regards,  
Dhvani Pancholi

#### 4. Introduction Email to Client

**From:** [dhvanipancholi7@gmail.com](mailto:dhvanipancholi7@gmail.com)

**To:** [monaroy@gmail.com](mailto:monaroy@gmail.com)

**Subject:** Introduction – Dhvani Pancholi from Creyox Technology

Dear Mona Roy,

I hope this message finds you well. My name is Dhvani Pancholi, and I am Backend Developer at Creyox Technology. I wanted to take a moment to introduce myself as your main point of contact moving forward.

I am excited to work with you and ensure that we meet your needs effectively. Please feel free to reach out to me anytime if you have questions or require assistance.

Looking forward to collaborating with you!

Best regards,  
Dhvani Pancholi  
Backend Developer  
Creyox Technology

## 5. Resignation Email

**From:** [dhvanipancholi7@gmail.com](mailto:dhvanipancholi7@gmail.com)

**To:** [creyoxtechnology@gmail.com](mailto:creyoxtechnology@gmail.com)

**Subject:** Resignation

Respected Sir,

Please accept this letter as a formal notice of resignation from my role of Backend Developer at Creyox Technology. My last working day with the company will be on 28/11/2024.

I'm truly grateful for the opportunities the company has given me. I truly appreciate all the skills and knowledge that I have learned during this time, which will serve me well in the future. Being a part of such a great team has been an amazing experience.

I am committed to ensuring a smooth transition during my remaining time here.

Wishing you and the team continued success.

Best Regards,

Dhavni Pancholi