

Module 1: Effective Communication

Q-1. Email Asking for a Status Update.

ANS:

Subject: Request for Status Update on Project Shyammart

Dear Atul Bhai,

I hope this message finds you well. I am writing to kindly request an update on the status of Project Shyammart. As we approach the next phase of our deliverables, I would appreciate any information on the current progress, pending tasks, or anticipated timelines.

Please let me know if there's any support required from my end.

Looking forward to your response.

Best regards,

Dhyey Chhadiya

Dhyey Trading

Mo.: 87991 44223

Add.: “Dhyey Trading Co”,

Opposite shreyesh meeting hall

Rajkot-36007

Q-2. Asking for a Raise in Salary.

Ans:

Subject: Request for Salary Review

Dear Bhavya Bundela Sir,

I hope you are doing well. I would like to formally request a meeting to discuss a potential salary review. Over the past [duration], I have taken on additional responsibilities and have consistently met or exceeded performance expectations.

I believe my contributions to my project demonstrate my commitment and value to the team. I would appreciate the opportunity to discuss this further at your convenience.

Thank you for your time and consideration.

Sincerely,

**Dhyey Chhadiya
Senior Clerk**

Q-3. Request for Assistance with Project Roadblock

Ans:

Subject: Request for Assistance with Project Roadblock

Dear Rajesh Sir,

I hope you are well. I'm reaching out to seek your guidance regarding a challenge I've encountered in the Roadblock project. We're currently facing a delay in vendor response impacting our timeline, and despite efforts to resolve it, we've made limited progress.

Could we schedule a brief meeting to discuss potential solutions? Your input would be greatly appreciated in determining the best path forward.

Thank you for your support.

**Best regards,
Dhyey Priteshbhai Chhadiya
Manager**

Q-4. Resignation Email.

Ans:

Subject: Resignation Notice – Dhyey Chhadiya

Dear [Manager's Name],

I am writing to formally resign from my position as Senior clerk at JOBANPUTRA CO. , effective Last Working Day, typically two weeks from the date of the email.

This decision was not made lightly, and I truly appreciate the opportunities for professional and personal growth during my time here. I am committed to ensuring a smooth transition and will do everything I can to wrap up current projects and assist in handing over my responsibilities.

Thank you for your support and guidance. I hope to stay in touch, and I wish the team continued success.

Warm regards,

Chhadiya Dhyey

Mo: 87991 44223

Add: "Dhyey nivas",

Opposite shreyesh meeting hall

Rajkot-36007

Q-5. Introduction Email to Client

Ans:

**Subject: Introduction – Dhyey Priteshbhai
Chhadiya**

.From HR Department

Dear Dineshbhai,

**I hope this message finds you well. My name is
Dhyey Priteshbhai Chhadiya**

, and I have recently joined Bhushan co.

**As Clerk. I will be your primary point of contact
moving forward regarding service.**

**I'm looking forward to working with you and
ensuring we continue to meet your expectations.
Please feel free to reach out to me at any time if
you have questions or need assistance.**

Looking forward to our collaboration.

Best regards,

Dhyey Priteshbhai Chhadiya

Clerk

Bhushan co.

+9187991 44223 | dhyeychhadiya68@gmail.com

