

Module 1: Effective Communication

Name: Divya Chavda

1. Thank You Email

Subject: Thank You for Your Support in task

Respected Manager,

Thank you for your timely support in completing the recent task. Your cooperation ensured the work was completed efficiently and on schedule. I truly appreciate your guidance and assistance.

Regards,

Divya Chavda

2. Letter of Apology

Subject: Apology for the Delay in Task completion.

Respected Sir,

I sincerely apologize for the inconvenience caused due to the delay from my side. I understand that this affected the workflow, and I take full responsibility for it. I assure you that I will take corrective measures to prevent such delays in the future.

Regards,

Divya Chavda

Module 1: Effective Communication

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3. Reminder Email

Subject: Reminder Regarding Pending Submission

Respected Sir,

This is a gentle reminder regarding the pending document that was due for submission. Kindly share the updated file at your earliest convenience so we can proceed with the next steps.

Thank you for your attention to this matter.

Regards,

Divya Chavda

Module 1: Effective Communication

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4. Quotation Email

Subject: Request for Quotation

Respected Manager,

I would like to request a quotation for the following items:

- Ventilator
- Multipara Monitor
- Refer to the attached specifications

Please share the pricing, delivery timeline, and payment terms at your earliest convenience.

Regards,

Divya Chavda

Biomedical Engineer

Contact: 87348 53149

Module 1: Effective Communication

Name: Divya Chavda

5. Resignation Letter

Date: 30th October 2025

To,

Vishav Enterprise

Trauma Center, Civil Hospital

Ahmedabad

Subject: Resignation from the Position of Biomedical Engineer

Dear Sir/Madam,

Please accept this letter as my formal resignation from the position of Biomedical Engineer. I will be serving my one-month notice period from **1st November 2025 to 30th November 2025**, and my **last working day will be 30th November 2025**.

I am grateful for the opportunities and support provided during my tenure. The experience I gained here has contributed greatly to my professional development.

I will ensure a smooth and complete handover of all responsibilities before my final working day. Kindly acknowledge the acceptance of my resignation.

Thank you for your understanding and cooperation.

Sincerely,

Divya Chavda

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