**🎯 Module 1: Effective Communication 🎯**

* **Task: Write professional emails based on any 5th of the following scenario. Ensure clarity, conciseness, and a formal tone.**

**🎯 1st. Thank you email**

**Subject:** Thank you for yesterday’s On boarding Induction meeting

**Dear Aditya Modi/TOPS Team,**

Thank you for the warm and informative induction meeting on 5th July, Saturday as part of my IT programme on boarding. I really appreciated the comprehensive introduction to the department’s tools, systems, and workflows.

In particular, your guidance on setting up my development environment. I’m eager to put what I learned into practice. thanks again for the careful preparation—from login credentials and IT documentation to the on boarding schedule—everything was clearly well organized and student-focused.

I'm excited to contribute and learn more under your mentorship. If there’s any additional information or next steps I should prepare for, please let me know.

Thank you again for the warm welcome and all the resources. I’m excited to start contributing and learning from the team.

**Best regards,**  
Divyang Pokar,  
IT Trainee,  
divyangpokar3790@gmail.com & 95744 27351

**🎯 2. Reminder Email**

**Subject: Reminder:** Draft TestingQ3 Report by July 1

Hi Devansh,

\*\*BLUF:\*\* Friendly reminder to submit the draft Testing Q3 report by Thursday, July 10.

As we discussed on June 30, this report will guide our leadership team’s strategy review. Please email the draft PDF to me by 5 PM IST, July 10.

Let me know if you need extra data or clarification—happy to help!

**Best regards,**  
Divyang Pokar,  
Product Manager, TOPS Technology.

[divyangpokar3790@gmail.com](mailto:divyangpokar3790@gmail.com) & 95744 27351

**🎯 3. Quotation Email**

**Subject**: Quotation Request – 10 Dell XPS + 5 HP ProBook Laptops

Hi Divyang,

I’m Ravi Kumar, IT Procurement Lead at Tech Wave Solutions. We’re planning to purchase 15 laptops and would appreciate your formal quotation.

Required models/specs:

- 10 × Dell XPS 15 (9520):

• Intel Core i7-12700H, 16 GB RAM, 512 GB SSD, 15.6″ FHD

• Windows 11 Pro, 3‑yr on‑site warranty

- 5 × HP ProBook 450 G10:

• Intel Core i5‑1235U, 8 GB RAM, 256 GB SSD, 15.6″ FHD

• Windows 11 Pro, 1‑yr carry‑in warranty

Please include:

- Unit prices, total cost, GST, delivery charges

- Bulk or educational discounts

- Delivery timeline (we require delivery by August 1, 2025)

- Payment terms and warranty/support details

Kindly send your detailed quotation by \*\*July 15, 2025\*\*, with prices valid for 30 days. Let me know if you need more info or samples.

Thanks & best regards,

Ravi Kumar

IT Procurement Lead, Tech Wave Solutions

📞 +91‑98‑XXXX‑XXXX | ravi.kumar@techwave.in

**🎯 4. Resignation Email**

**Subject :** Resignation [Divyang Pokar]

Dear Disha Patel,

Please accept this email as formal notice of my resignation from my position as QA at Tops Technology, effective 07 July, 2025.

I am grateful for the opportunities, membership and support I’ve received here. My time at Tops Technology has been instrumental in my professional growth and I value the relationship and experiences I’ve gained.

To ensure a smooth transition, I am happy to assist in training my replacement, documenting processes and completing current projects before my departure.

Thank you again for everything. I wish you and the team continued success, and hope we can stay in touch.

**🎯 5. Introduction Email to client**

**Subject** : Quick idea for Tops Technology – [Divyang Pokar]

Hii, Parinda Patel,

I’m reaching out to inform you of some changes that we have recently experienced in our company. I am thrilled to introduce you to [employee’s name], [company name]’s new [job title].

[Employee’s name] has been with us at [company] for [length of time] and has worked hard to grow within our sales department by assisting customers with their concerns. We are so excited about this transition into a new role and are confident that [employee’s name] will tackle their new responsibilities with the same professionalism and enthusiasm that they have continually shown in the past.

Starting on [date], [employee’s name] will be taking over your account with our company. You can reach out to [employee’s name] with any questions or concerns by email at [email address] or phone at [phone number].

Thanks for your time and consideration!

Best regards,

Divyang Pokar,

Test Engineer(QA),

Tops Technology

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