

## Module 1: Effective Communication

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

1. Thank you Email
2. Letter of Apology
3. Reminder Email
4. Quotation Email
5. Email of Inquiry for Requesting Information
6. Email Asking for a Status Update
7. Asking for a Raise in Salary
8. Email to Your Boss About a Problem (Requesting Help)
9. Resignation Email
10. Introduction Email to Client

## 1. Thank You Email

**Subject:** Thank You for the Opportunity

Dear Mr. Rajesh Sharma,

I hope this email finds you well. I am writing to express my heartfelt gratitude for the opportunity to work on the “Smart City Solutions” project. It was an invaluable experience contributing to such a significant initiative.

Your guidance and leadership throughout the project were truly inspiring. I have learned a great deal and feel honoured to have been part of your team.

Once again, thank you for trusting me with this responsibility. Please feel free to reach out if there is anything I can assist with in the future.

Warm regards,

Fahima Ansari

DA Intern, Tops

fahima.ansari123@gmail.com | +91-9876543210

## 2. Letter of Apology

**Subject:** Apologies for the Delay in Submission

Dear Ms. Priya Menon,

I hope this message finds you well. I am writing to sincerely apologize for the delay in submitting the client report for the “Green Energy Initiative” project, which was due on January 10, 2025.

The delay was caused by unforeseen technical challenges, and I deeply regret the inconvenience this may have caused to you and the client.

I have since resolved the issue and ensured the report was submitted today. To prevent such occurrences in the future, I am implementing better time management practices.

Thank you for your understanding, and I truly appreciate your patience.

Best regards,

Fahima Ansari

DA Intern, Tops

fahima.ansari123@gmail.com | +91-9876543210

### 3. Reminder Email

**Subject:** Friendly Reminder: Submission of Project Details

Dear Mr. Anil Kumar,

I hope this email finds you well. I wanted to kindly remind you about the submission of the project details for the “Digital India Awareness” campaign, originally scheduled for January 20, 2025.

If you need any support or clarification to complete the submission, please feel free to let me know. I would be happy to assist.

Looking forward to receiving the details soon.

Best regards,

Fahima Ansari

DA Intern, Tops

fahima.ansari123@gmail.com | +91-9876543210

#### 4. Email Asking for a Status Update

**Subject:** Request for Status Update on Proposal Submission

Dear Mr. Suresh Iyer,

I hope you are doing well. I am writing to inquire about the current status of the proposal for the “Artificial Intelligence in Healthcare” project submitted on January 5, 2025.

Could you please share any updates regarding its approval or any further steps required from my side? Kindly let me know if we can arrange a quick discussion for alignment.

Looking forward to your response.

Best regards,

Fahima Ansari

DA Intern, Tops

fahima.ansari123@gmail.com | +91-9876543210

## 5. Resignation Email

**Subject:** Resignation – Fahima Ansari

Dear Mr. Vikram Desai,

I am writing to formally resign from my position as DA Intern at Tops, effective February 1, 2025.

This decision was not made lightly, as my time at tops has been invaluable. I have learned immensely while working under your leadership and with such a talented team. However, I have decided to pursue further studies in Data Analytics to advance my career.

I am committed to ensuring a smooth transition during my notice period. Please let me know how I can assist in transferring my responsibilities.

Thank you once again for the support and guidance provided during my tenure. I wish Tops continued success in all its endeavors.

Sincerely,

Fahima Ansari

DA Intern, Tops

fahima.ansari123@gmail.com | +91-9876543210