

Module -1

Effective Communication

1. Thank you Email

From:- fareedaliks@gmail.com

To:- hiringmanager@gmail.com

Subject: Thank You for the Interview Opportunity

Dear HR,

I hope you're doing well.

I wanted to extend my sincere gratitude for taking the time to meet with me yesterday regarding the Software Tester position at XYZ Company. I greatly enjoyed our conversation and learning more about your team and the exciting projects you're working on.

I am even more enthusiastic about the opportunity to contribute to Test Website, Manual Testing. I believe my experience in Testing aligns well with your needs, and I am confident I can add value to your team.

Thank you once again for considering my application. Please don't hesitate to reach out if you need any additional information from my side. I look forward to the possibility of working together.

Best regards,

Fareed Ali Sheliya

+91 8128058711

2. Asking for a Raise in Salary

From:- fareedaliks@gmail.com

To:- manager@gmail.com

Subject: Request for Salary Review

Dear Manager,

I hope you are doing well.

I am writing to formally request a review of my current salary. Over the past 5 Year, I have consistently strived to exceed expectations in my role as Software Testing. During this time, I have taken on additional responsibilities, contributed to the successful completion of many projects, and have consistently demonstrated my commitment to team success.

Given my performance and the value I have brought to the team, I believe it would be appropriate to discuss a salary adjustment that reflects both my contributions and the market standards for my role. I am confident that my ongoing work will continue to support the company's growth and success.

I would appreciate the opportunity to meet and discuss this further at your earliest convenience. Please let me know if you require any additional information or documentation from me in advance of our conversation.

Thank you for considering my request. I look forward to our discussion.

Best regards,
Fareed Ali Sheliya
Software Tester
+91 8128058711

3. Resignation Email

From:- fareedaliks@gmail.com
To:- manager@gmail.com
Subject: Resignation Notice – Fareed Ali Sheliya Dear
Manager,

I hope you are doing well.

I am writing to formally resign from my position as Software Tester at XYZ Company.

This decision was not an easy one, and it comes after careful consideration. I am grateful for the opportunities I've had during my time here, particularly fun activities done at the office, I have learned a great deal and appreciated working with such a talented and supportive team.

I am committed to ensuring a smooth transition and am happy to assist with training my replacement or completing any ongoing projects. Please let me know how I can be of help during this time.

Thank you again for the opportunity to be part of XYZ Comapny. I have enjoyed my time here and will always appreciate the experiences and relationships I've built.

Wishing you and the team continued success.

Best regards,
Fareed Ali Sheliya
Software Tester
+91 8128058711

4. Introduction Email to Client

From:- fareedaliks@gmail.com
To:- client@gmail.com
Subject: Introduction – Fareed Ali Sheliya from XYZ Company

Dear Client,

I hope this message finds you well.

My name is Fareed Ali Sheliya, and I am Software Tester at XYZ Company. I wanted to take a moment to personally introduce myself and express how excited I am to work with you and your team at ABC Company, we specialize in making websites and application.

I would love to schedule a time for us to connect and discuss how we can best support your goals. Please feel free to let me know a convenient time for you, and I will be happy to arrange a meeting.

Thank you for the opportunity to collaborate, and I look forward to working together.

Best regards,
Fareed Ali Sheliya

Software Tester

XYZ Company

+91 8128058711

5. Email Asking for a Status Update

From:- fareedaliks@gmail.com

To:- malasharma@gmail.com

Subject: Request for Status Update on E-commerce Application Project

Dear Mala Mam,

I hope this email finds you well. I am writing to kindly inquire about the current status of E-commerce Application Project. I understand you may be managing multiple priorities, but I wanted to check in to see if there are any updates or if there's anything further needed from my end to help move things forward.

Your guidance or a quick update would be greatly appreciated. Please let me know if you require additional details or support.

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

Best regards,
Fareedali Sheliya

Manual Tester,

XYZ Company,

+91 8128058711