**Tops Technology**

**Hardik sha**

**Module 1: Effective Communication**

Note: All following e-mail based on a user who is applying for a Software\_Tesing position in one of the IT company. Request you to please consider all mail according to the same.

* Thank you, Email.

Chirag Somaiya

HR Manager

Calidad Infotech LLP

**Sub: Thank you email for job opportunity**

Dear sir,

Greetings of the day..!!

Hope this mail finds you great,

As per you informed me on call, I truly appreciate the way you select me for the Software\_Testing position according to my educational skills.

I will try to fulfil the needs of the company and, requirement of the stakeholders according to my skills.

Please guide me for the further process, if you require any necessary documents or any action by my side request you to please do let me know.

I will give you an update as soon as possible.

Again, Thank you so much for all.

Best Regards

Hardik sha

Mo: 1234567890

* Letter of Apology.

Chirag Somaiya

HR Manager

Calidad Infotech LLP

**Sub: Application for an apology to send late necessary**

**documents for the job process.**

Dear chirag sir,

Greetings of the day..!!

I hope this email finds you well.

I sincerely accepted that the way I had been delayed in sending you the necessary documents for the further process.

Actually, as per your given list of the documents, for some of the documents I was misplaced, so I was trying to collect them and want to send them in bunch format.

I am the only responsible person behind the delay, and in the future I will try that it won't happen next time, because I also worry about what delay may cause.

In this email, I attached all documents according to the list and kindly request you to please find the attachment.

Once again, I apologize for what I did to make the delay, and please guide me if I can help you to correct the further process and situation.

Thank you for your time to read this mail, I truly appreciate it.

Your faithfully

Hardik sha

Mo.7405562235

* Reminder Mail.

Chirag Somaiya

HR Manager

Calidad Infotech LLP

**Sub: Reminder for an appointment letter.**

Dear chirag sir,

Greetings of the day..!!

I hope this email finds you well.

On our further discussion and as per the trail mail, I sent all of the necessary documents. Hope you get it.

Here I am just reminding you of an appointment letter regarding the position. I am just reminding you that we had an interview on November 16th, 2024.

If you want any update or action by my side regarding the job, then please do let me know. do not hesitate.

I truly appreciate your efforts, and please update me on when I will get the appointment letter.

Thank you for your time, I request you to please look into this matter.

Best regards

Hardik sha

Mo.7405562235

* Email of Inquiry for Requesting Information

Chirag Somaiya

HR Manager

Calidad Infotech LLP

**Sub: Inquiry for Requesting Information.**

Dear chirag sir,

Greetings of the day..!!

Hope, this email finds you well.

Thank you so much for an appointment letter for my job role in Calidad Infotech.

Here I am to reach you because of my nearest friend, who is a cloud engineer. She has completed her diploma degree in "Cloud Computer Engineering." And she has also had an experience of 9 months in one of the IT companies.

I want to know if there is any kind of opportunity in our company for a specific job, so please inform me.

If there is an opportunity, then please do let me know for the further process.

Your minor efforts are also a matter for us, that's why I wrote this email for an inquiry purpose.

Best Regards,

Hardik sha

Mo.7405562235

* Email Asking for a Status Update.

Chirag Somaiya

HR Manager

Calidad Infotech LLP

**Sub: Asking for an update for my friends job**

Dear chirag sir,

Greetings of the day..!!

Hope this email finds you well.

As per the conversation we had about my friend's job as a cloud engineer, I hope you remember it.

Kindly request you to please, if there is any kind of update about the conversation role, then please tell me, and I would appreciate it if you could share any progress, details, or next steps regarding this matter.

And if our organization doesn't have any kind of job like this, then I would request you to please guide me on what I should do and whom I should meet.

Your experience and guidance are very important for us. Thank you so much for giving so much time to us.

Have a Great day.

Best Regards

Hardik sha

Mo.7405562235