

Module 1: Effective Communication

-harsh chuahan

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

To	Harsh
Subject	Thank you

Dear Harsh,

I hope you are doing well. I just wanted to take a moment to thank you sincerely for being there during my tough times and for supporting my passion.

Your guidance has really made a difference, and I feel fortunate to have had the chance to learn from you.

I truly value the time and effort you've given me, and I'll carry your advice with me as I move forward.

Thanks once again for everything.

Best regards,
Ved Jani.

To	Harsh
Subject	Request for Salary Review

Dear Harsh,

I hope you are doing well. I want to take a moment to thank you for the opportunities I've had while working at ABC company.

It has been a rewarding experience over the past 2 years, and I've genuinely enjoyed contributing to the team, especially through projects.

As I've taken on additional responsibilities and contributed to our team's goals, I would like to kindly request a review of my current compensation.

I feel that an adjustment would better reflect the value I bring and my ongoing commitment to the success of our work.

I'd be happy to discuss this at a time that works best for you and would really appreciate your feedback.

Thank you for considering my request.

Best regards,
ved jani.

To	Harsh
Subject	Quotation for furniture supply

Dear harsh chauhan,

I hope you are doing well. Please find attached the quotation for closet as per your requirement.

Item/Service: wood planks

Quantity: 10 units

Unit Price: 200 \$ / unit

Total Amount: 2000 \$

Terms & Conditions: Payment terms 20% before work and 30% during work and 50% after work.

We are committed to providing you with the best quality and value. If you need any clarification or wish to make changes, please let me know.

Thank you for considering us. I look forward to your confirmation.

Best regards,
ved jani
peon
ABC company
9876436727

To	Harsh
Subject	Sorry About the Coffee Spill

Dear harsh chauhan,

Hi harsh,

I want to sincerely apologize for spilling coffee on your shirt earlier. I know it was unexpected and I feel really bad about the mess it caused.

It happened because I was carrying my drink while walking and accidentally bumped into you.

I'm truly sorry for the inconvenience this caused you.

Please let me know if there's anything I can do to help, whether it's replacing the shirt or helping clean it.

I'll make sure to be more careful in the future to avoid something like this happening again.

Thanks so much for your understanding.

Best,
Ved jani.

To	Harsh
Subject	Resignation from junior dev

Dear harsh,

I hope this message finds you well. I would like to formally resign from my position as junior dev at ABC comp, effective 08-10-2025.

This was not an easy decision to make, as I am truly grateful for the opportunities I've had here to learn, grow, and work alongside such a supportive team.

I deeply appreciate the guidance, encouragement, and trust you have given me during my time with the company.

I will do my best to ensure a smooth transition by completing pending tasks and assisting in the handover process.

Please let me know how I can help make this period easier for the team.

Thank you once again for everything. I look forward to staying in touch and wish the company continued success in the future.

Warm regards,
ved jani.
