

Module 1: Effective Communication

1. Thank You Email

Subject: Thank You for Your Support

Dear XYZ,

I hope this message finds you well. I would like to extend my sincere thanks for your assistance with company's new development project. Your support made a significant difference, and I truly appreciate your time and effort.

Looking forward to continued collaboration.

Warm regards,

HARSHIL PARIKH

2. Letter of Apology

Subject: Apology for the Inconvenience Caused

Dear XYZ,

I sincerely apologize for the inconvenience caused due to delay in completion of project. We understand how

important this matter is and regret any trouble it may have caused.

Please be assured that we are taking steps to ensure this does not happen again. Thank you for your understanding and patience.

Sincerely,

HARSHIL PARIKH

3. Reminder Email

Subject: Gentle Reminder: SOCIETY MEETING

Dear XYZ,

I hope you are doing well. This is a kind reminder regarding meeting that is due/was scheduled for society's redevelopment project on 29/7/25.

Please let me know if you need any further information or assistance.

Thank you for your attention.

Best regards,

HARSHIL PARIKH

4. Quotation Email

Subject: Requested Quotation for 100TEETH WORM GEAR

Dear XYZ,

As requested, please find below the quotation for 100teeth worm gear:

- **Item/Service:**100teeth worm gear
- **Quantity:** 500
- **Price:** 2000/no
- **Validity:** 30 days

If you have any questions or require further clarification, feel free to reach out. We look forward to doing business with you.

Best regards,
HARSHIL PARIKH

5. Resignation Email

Subject: Resignation Effective on 10/08/2025 from Quality Engineer

Dear XYZ,

I hope you are well. Please accept this email as formal notice of my resignation from my position as Quality Engineer at Dc Engineering, effective 10/08/2025 typically two weeks from the date of the email.

This decision was not made lightly, and I am grateful for the opportunities for professional and personal development that I have received during my time here. I have learned a great deal and appreciated the chance to work with a supportive team.

I will ensure a smooth transition and am happy to assist in training my replacement or handing over responsibilities in the coming weeks.

Thank you once again for the opportunity to be a part of DC ENGINEERING. I wish the organization continued success.

Warm regards,

HARSHIL PARIKH

QUALITY ENGINEER

Contact Number – 9408779134

