

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

Subject: Thank You for Accepting My UI Design
Dear Mr. Mahesh Manwar,

I hope this email finds you well. I am writing to express my heartfelt gratitude for accepting my UI design proposal for Mnawar's Group's upcoming project. It is an honor to have had the opportunity to contribute to the design of such an esteemed company.

Please let me know if there are any further refinements or additional requirements needed for the project. I am eager to ensure that the final outcome exceeds expectations and reflects the high standards of Mnawar's Group.

Thank you once again for this incredible opportunity. I am excited to see the project come to life and to collaborate further in the future.

Warm regards,
Harshil Manwar

2. Letter of Apology Email

Subject: Apology for Delay in UI Design Project
Dear Mr. Mahesh Manwar,

I am writing to apologize for the delay in completing the UI design project for Mnawar's Group. I understand that this is not ideal, and I sincerely regret any inconvenience this may have caused.

Unfortunately, my health has not been optimal recently, which has significantly impacted my ability to work on the project. I am committed to completing the project as soon as possible and ensuring that it meets the highest quality standards.

I will keep you updated on my progress and will do my best to deliver the project on time.

Thank you for your understanding and patience.

Warm regards,
Harshil Manwar

3. Asking for a Raise in Salary Email

Subject: Request for Salary Raise
Dear Mr. Mahesh Manwar,

I hope you are doing well. I am writing to kindly request a review of my current salary at Manwar's Group. Over the past Four years I have been dedicated to my role and have worked hard to contribute to the company's success.

During this time, I have taken on Ui Designer and i made so many UI designs for your clients so After all the hardwork that i did is remarkable and I believe my efforts have added value to the team. Considering my contributions and the current industry standards, I would like to request a raise in my salary.

I genuinely enjoy being a part of Manwar's Group and am committed to continuing my hard work and dedication. I would be grateful if we could discuss this matter further at your convenience.

Thank you for your time and consideration. I look forward to hearing from you.

Warm regards,
Harshil Manwar

4. Email to Your Boss About a Problem (Requesting Help)

Subject: Urgent: Technical Issue with UI Design Project
Dear Mr. Mahesh Manwar,
I hope this email finds you well.

I'm writing to request your urgent assistance with a technical issue I've encountered while working on the UI design project. The design company we've partnered with has been unable to resolve a critical issue that is hindering my progress.

The specific issue is a rendering problem with the mobile version of the website. The layout is distorted on smaller screens, and certain elements are not displaying correctly. This is significantly impacting the user experience and could potentially lead to a negative impact on our brand image.

I've already tried to resolve the issue by adjusting the CSS media queries and checking the browser compatibility, but the problem persists. I believe that with the expertise of Manwar's Group's technical team, we can quickly identify and fix the root cause of this issue.

I would be grateful if you could provide direction or assign a team member to assist me in resolving this technical problem.

Thank you for your time and support.

Sincerely,
Harshil Manwar

5. Resignation Email

Subject: Resignation from Position of UI/UX Designer
Dear Mr. Mahesh Manwar,

Please accept this as a notification of my resignation from my position as UI/Ux designer at Manwar's Group, effective.

I want to express my sincere gratitude for the opportunities and experiences I have gained during my time at Manwar's Group. I have had the privilege of working on challenging and rewarding projects, and I am grateful for the support and guidance I have received from you and the team.

While I am excited about this new opportunity, I am also sad to be leaving such a wonderful company and team. I wish Manwar's Group continued success in the future.

Thank you for your understanding.

Sincerely,
Harshil Manwar