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 Your Support and Guidance

Dear Mr. Rajesh Mehta,

I hope this message finds you well.

I would like to extend my sincere gratitude for your continued support and guidance on the recent **E-commerce Website Development Project** at **TechNova Solutions**. Your insights and encouragement made a significant difference and helped me approach the task with greater clarity and confidence.

Thank you once again for your time and mentorship. I truly appreciate your efforts and look forward to working with you on future assignments.

Warm regards,
Hensi Vaghela
Python Web Developer
TechNova Solutions
Email: hensi.v@technova.com | Phone: +91-XXXXXXXXX

2. Letter of Apoloy

Subject: Apology for the Delay in Submitting the Report

Dear Ms. Priya Sharma,

I am writing to sincerely apologize for the delay in submitting the **Backend API Integration Report** for the **Inventory Management System**, which was due on **July 5th, 2025**. I understand the importance of meeting deadlines and regret any inconvenience this may have caused to you and the team.

The delay occurred due to an **unexpected personal emergency**, but I take full responsibility for the oversight. I have now completed the task and submitted the report for your review on the internal portal.

Once again, I apologize for any disruption caused and will ensure that such delays do not happen in the future.

Sincerely,
Hensi Vaghela
Python Web Developer
TechNova Solutions
Email: hensi.v@technova.com | Phone: +91-XXXXXXXXX

3. Reminder Email

Subject: Gentle Reminder: Pending Document Submission

Dear Mr. Ankit Patel,

I hope you are doing well.

This is a kind reminder regarding the pending submission of the **Database Schema Document** for the **E-learning Platform Project**, originally requested on **July 3rd, 2025**. We require this information to proceed with the next phase of backend API development.

Kindly share the document at your earliest convenience or let us know if you need any assistance or additional information from our side.

Looking forward to your response.

Best regards,
Hensi Vaghela
Python Web Developer
TechNova Solutions
Email: hensi.v@technova.com | Phone: +91-XXXXXXXXX

4. Email Asking for a Status Update

Subject: Request for Status Update on Client Portal Enhancement Project

Dear Mr. Rohan Desai,

I hope you are doing well.

I am writing to request an update on the status of the **Client Portal Enhancement Project**, which we initiated on **June 24th, 2025**. Kindly let me know the current progress, any challenges being faced, and the expected timeline for completion.

Your feedback will help us coordinate effectively and plan our next steps, especially in aligning the backend integration work.

Thank you in advance for your time and assistance.

Warm regards,
Hensi Vaghela
Python Web Developer
TechNova Solutions
Email: hensi.v@technova.com | Phone: +91-XXXXXXXXX

5. Asking for a Raise in Salary

Subject: Request for Salary Increase Consideration

Dear Mr. Rajesh Mehta,

I hope you are doing well.

I am writing to respectfully request a review of my current salary for my role as a **Python Web Developer** at **TechNova Solutions**. Over the past year, I have contributed to several critical projects, including the **Inventory Management System**, **E-learning Platform Backend**, and **Client Portal Enhancements**, all delivered on time and with high-quality standards.

In addition to technical work, I have actively collaborated with cross-functional teams, resolved backend performance issues, and supported deployment and maintenance activities. I believe my growing responsibilities and consistent performance reflect my commitment to the team and the organization.

Considering these contributions and the increased scope of my role, I kindly request a discussion regarding a potential salary adjustment. I would be grateful for the opportunity to meet and talk further at your convenience.

Thank you for your time and consideration.

Warm regards,
Hensi Vaghela
Python Web Developer
TechNova Solutions
Email: hensi.v@technova.com | Phone: +91-XXXXXXXXX