

# **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

Dear Sir,

I just wanted to say thank you for your support and guidance during the last project. Your suggestions really helped me understand things better and complete my tasks on time.

I truly appreciate your help and look forward to learning more from you.

Best regards,  
Ishita Gathani

## **2. Letter of Apology**

Subject: Apology for the Delay

Dear Sir,

I sincerely apologize for the delay in submitting the report. I understand it caused inconvenience, and I take full responsibility for it.

There was an unexpected issue, but I've taken steps to make sure it doesn't happen again. I'll ensure timely submissions moving forward.

Thank you for your understanding.

Yours Sincerely,  
Ishita Gathani

### **3. Email to Your Boss About a Problem (Requesting Help)**

Subject: Requesting Guidance on an Issue

Dear Mam,

I am facing a small issue while working on our project. I've tried a few options, but it's still not working as expected.

Could you please guide me on how to proceed? I'll make sure to follow through correctly.

Thank you for your time.

Yours Sincerely,  
Ishita Gathani

### **4. Asking for a Raise in Salary**

Subject: Request for Salary Discussion

Dear Sir,

I hope you're doing well. I wanted to take a moment to talk about my current salary. Over the past few months, I've been handling my responsibilities, and I believe my contribution has added value to the team.

I would be grateful if we could schedule a time to discuss the possibility of a salary revision based on my performance and responsibilities.

Looking forward to your thoughts.

Best regards,  
Ishita Gathani

## 5. Resignation Email

Subject: Resignation Letter

Dear Sir,

I hope you are doing well. I am writing to formally resign from my position at technozions company, effective from 18 Aug 2025.

Working here has been a great learning experience, and I truly appreciate the support and opportunities I've received during my time with the team.

Please let me know how I can help with the handover process. I'll make sure everything is in order before I leave.

Thank you once again.

Yours Sincerely,  
Ishita Gathani