TASK:WRITE PROFESSIONAL EMAILS BASED ON ANY 5 of the following senarios. Ensure clarity ,conciseness and a formal tone.

* THANK YOU EMAIL.

From: [xyz@gmail.com](mailto:xyz@gmail.com)

To : [abc@gmail.com](mailto:abc@gmail.com)

Subject : thank you email.

Dear sir,

I hope this message finds you well,I wanted to take a moment thank you for giving me the authority of a team leader.

Thank you for giving me a position .i appreciate you .i will do towards my team.

Regards ,

Xyz

Team leader

* REMINDER EMAIL

FROM : [pqr@gmail.com](mailto:pqr@gmail.com)

To : [qxy@gmail.com](mailto:qxy@gmail.com)

Subject : friendly reminder for upcoming due date.

Dear ,

I hope your week is going well. i wanted to remind you that the task of softskill .{ 1.} effective communication which is scheduled till 8th December ’24.

Please complete it by due date otherwise it will affect your grades.

Thank you for attention for this matter.

Best regards,

abc,

principal

* ASKING FOR RAISE IN SALARY.

TO: [ytu@gmail.com](mailto:ytu@gmail.com)

From : [utv@gmail.com](mailto:utv@gmail.com)

SUBJECT:- Request for salary discussion.

Dear sir,

I hope this message finds you well. I wanted to take the opportunity express my gratitude for support role as 18000 at other company where I left for my progress.

As a part of ongoing commitment to developing delivering excellence , I have consistently , taken on further responsibilities.

I want to discuss about with you.thank you.

Regards

Xyz,

Manager.

* RESIGNATON EMAIL

TO: xyz [company@gmail.com](mailto:company@gmail.com)

From : [byq21@gmail.com](mailto:byq21@gmail.com)

Dear sir,

I hope this message finds you well,I am writing to formally resign from my position [top software companies ] effectictively till 15/12/25 last working day.

I am greatful for the opportunities and support,I have received here,it has been privilege to work with such a talented team.

Please let me know how I can resist with the transition within the remaining time.

Best regards,

Byq.

* QUOTATION EMAIL

FROM: TWQ@ gmail.com

To : gmr @ gmail.com

SUBJECT : Quotation for computers.

Dear, twq,

Thank you for your inuiry please find below the quotation of Lenovo computers

Lenovo computer- 80000rs.

Validity-30days

Should you have any questions or comments or need further details feel free to contact me.

Looking forward for your response

Best regards,

Gmr,manager.