

Module 1: Effective Communication

Professional Email Drafts

Subject: Thank You for Your Support

Dear Sir/Madam,

I hope this email finds you well.

I would like to express my sincere gratitude for your support and guidance. Your assistance was extremely valuable and helped me complete my work effectively.

Thank you for taking the time to help me. I truly appreciate your cooperation and encouragement.

Yours sincerely,
Kajal Panchal

Subject: Apology for the Inconvenience Caused

Dear Sir/Madam,

I hope you are doing well.

I am writing to sincerely apologize for the inconvenience caused due to my mistake. I take full responsibility for the issue and assure you that it was unintentional.

Please accept my apologies for any trouble caused. I will ensure that such an incident does not occur again.

Yours sincerely,
Kajal Panchal

Subject: Inquiry Regarding Course Details

Dear Sir/Madam,

I hope this email finds you well.

I am writing to inquire about the details of the course offered by your institute. I would like to know more about the course duration, fees, and certification.

Kindly provide the required information at your convenience. I look forward to your response.

Yours sincerely,
Kajal Panchal

Subject: Request for Salary Review

Dear Sir/Madam,

I hope you are doing well.

I would like to respectfully request a review of my current salary. Over time, I have consistently worked hard, taken on additional responsibilities, and contributed positively to the organization.

I would appreciate the opportunity to discuss my performance and future growth within the company.

Yours sincerely,
Kajal Panchal

Subject: Resignation Letter

Dear Sir/Madam,

I hope this email finds you well.

I am writing to formally resign from my position, effective as per the notice period. I am grateful for the opportunities and support provided during my time with the organization.

Thank you for your guidance and cooperation. I wish the organization continued success.

Yours sincerely,
Kajal Panchal