

# 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 Ma'am/Sir,

I hope this message finds you well.

I am writing to express my sincere gratitude for your support and guidance throughout my academic journey. Your valuable insights, encouragement, and constructive feedback have played a crucial role in helping me complete my assignment successfully.

Thank you once again for your time and dedication. I truly appreciate your effort in helping me grow and improve.

Best regards,  
Kashish Shah

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## 2) Letter of Apology

**Subject:** Apology for Late Submission of Assignment

Dear Professor Sharma,

I hope you are doing well.

I am writing to sincerely apologize for the late submission of my assignment for the subject **Business Communication**, which was due on **July 20, 2025**. Due to a sudden health issue, I was unable to complete the assignment on time. I understand the importance of meeting deadlines and take full responsibility for not informing you earlier.

I deeply regret the inconvenience this may have caused and assure you that I am taking steps to better manage my time and responsibilities. I have now completed the assignment and submitted it as per your instructions.

Please accept my sincere apologies, and I hope you will kindly consider my situation. I truly appreciate your understanding and support.

Thank you for your time.

Warm regards,

**Kashish shah**

### 3) Request for Salary Increment

**Subject:** Request for Salary Increment

Dear Mr. Verma,

I hope you are doing well.

I am writing to respectfully request a review of my current salary. Over the past year, I have consistently worked hard, taken on additional responsibilities, and contributed to the overall success of our team.

Some of my key contributions include successfully completing important projects on time, improving team productivity, and maintaining a high level of professionalism in all tasks assigned to me. I believe these efforts reflect my dedication and growing value to the company.

In light of these contributions, I kindly request you to consider a salary increment. I am committed to continuing my performance and contributing further to the company's goals.

Thank you for considering my request. I would be grateful for the opportunity to discuss this further at your convenience.

Sincerely,

**Kashish shah**

### 4) Resignation Email

**Subject:** Resignation Letter

Dear Mr. Khanna,

I hope you are doing well.

I am writing to formally resign from my position as **Sales Executive** at **Brightwave Enterprises**, effective **August 15, 2025**. This decision was not easy, but after careful consideration, I have decided to pursue a new opportunity that aligns with my long-term career goals.

I want to express my sincere gratitude for the valuable experiences and support I have received during my time with the company. It has been a pleasure working under your leadership and being part of such a dedicated team.

I will ensure a smooth transition by completing all pending tasks and assisting in the handover process before my departure.

Thank you once again for the opportunity. I wish the organization continued success in the future.

Warm regards,

**Kashish shah**

Employee ID: 3549

Sales Department

## 5) Email to Your Boss About a Problem (Requesting Help)

**Subject:** Request for Assistance Regarding Project Issue

Dear Ms. Kapoor,

I hope you are doing well.

I am writing to inform you about a problem I am currently facing with the ongoing **Market Research Project**. Due to unexpected delays in receiving data from one of our external vendors, the analysis phase is being impacted, and it may affect our initial timeline.

I have followed up with the vendor and tried alternative sources, but the issue remains unresolved. I would greatly appreciate your guidance on how to proceed and whether we should consider adjusting the project schedule or involve another data provider.

Your advice and support in this matter would be extremely helpful.

Thank you for your time and understanding.

Sincerely,

**Kashish shah**

Business Analyst

Employee ID: 1174

