

Name: Khushi Bagadia

Module 1: Effective communication

Q.1 Thank you Email

From: abc11@gmail.com

To: xyz11@gmail.com

Subject: Thank you email to my soft skill trainer

Dear mam,

First of all, I wanted to say thank you for your support and help, your advice is very helpful in my personal life and professional life.

You taught me how to crack any interviews of the company. How to sitting, standing, how to behave yourself, how to eye contact against the interviewer all about important things and another important thing is how to communicate with each other.

Once again, thank you for your truly excellent guidance and support throughout the session.

Best Regards,

Khushi Bagadia

+91 932xx05xx4

Q.2 Letter of Apology

From: abc11@gmail.com

To: xyz11@gmail.com

Subject: Apology for arriving late to the meeting

Dear Heer,

I wanted to say sorry for being late to our meeting. I know it may have caused some inconvenience, and I apologize for that.

I understand the importance of our meeting and the impact that my delay may have caused to the team. I will make sure to be on time for our next meeting.

Thank you for understanding.

Best Regards,

Khushi Bagadia

+91 932xx05xx4

Q.3 Reminder Email

From: abc11@gmail.com

To: xyz11@gmail.com

Subject: Reminder to complete your project

Dear Mitu,

I hope this email finds you well. This is a final reminder to complete your project. Your project is due on 2nd march 2025.

I understand that you have been working hard on it and I appreciate your efforts. So please let me know if you have any questions related to your project.

Best Regards,

Khushi Bagadia

+91 932xx05xx4

Q.4 Email of Inquiry for Requesting Information

From: abc11@gmail.com

To: xyz11@gmail.com

Subject: Inquiry for Requesting Information from a Team member

Dear Mitu,

I hope this email finds you well. I am currently working on optimizing the database queries for our application, and I need some information from you regarding the database schema and query optimization.

I appreciate your assistance with this matter.

Thank you for your help.

Best Regards,

Khushi Bagadia

+91 932xx05xx4

Q.5 Asking for a Raise in Salary

From: abc11@gmail.com

To: xyz11@gmail.com

Subject: Request for salary review

Dear Sir,

I hope this email finds you well. My position in our company is as a Junior Developer. I am requesting to increase my salary. I am doing hard and quality work with additional responsibilities and I give my efforts as a significant contributions in our company. By increasing my salary I would feel that I have got appreciation of my work. Do needful for above this my matter.

Thanks for your understanding and your support.

Best Regards,

Khushi Bagadia

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