

## **Module 1: Effective Communication**

### **1. Thank you Email**

**From:** [kishanbhuva99@gmail.com](mailto:kishanbhuva99@gmail.com)

**To:** [darshantrivedi123@gmail.com](mailto:darshantrivedi123@gmail.com)

**CC:** [kishanbhuva72925@gmail.com](mailto:kishanbhuva72925@gmail.com)

**Subject:** Thank You!

Respected Darshan Sir,

I hope this email finds you well. I just wanted to take a moment to sincerely thank you for your support and guidance with Soft-Skill. I have learned so much from this Session and it wouldn't have been possible without your invaluable contribution.

Your help truly made a difference and It's greatly appreciated.

Once again, thank you so much sir!

Your Faithfully,

Kishan Bhuva

## 2. Reminder Email

**From:** [kishanbhuva99@gmail.com](mailto:kishanbhuva99@gmail.com)

**To:** [Tops2016@gmail.com](mailto:Tops2016@gmail.com)

**CC:** [kishanbhuva72925@gmail.com](mailto:kishanbhuva72925@gmail.com)

**Subject:** Request for Project Deadline Extension

Respected Brijesh sir,

I hope this email finds you well. I am reaching out regarding the PHP Project on Samsung home appliances website that is currently due on 25 Nov 2024.

Due to Hospital Emergency situation with my family. To ensure that I can submit high-quality work, I kindly request an extension of Project Deadline until 05 December.

Thank you for your understanding and support. I look forward to your response.

Regards,

Kishan Bhuva

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

**From:** [kishanbhuva99@gmail.com](mailto:kishanbhuva99@gmail.com)

**To:** [onyxElectrotech007@gmail.com](mailto:onyxElectrotech007@gmail.com)

**CC:** [kishanbhuva72925@gmail.com](mailto:kishanbhuva72925@gmail.com)

**Subject:** Request for Salary Raise

Respected Sumit Sir,

I hope you are doing well. I am writing to kindly request a review of my salary. Over the past year, I have consistently dedicated myself to my work and successfully completed two major projects. Considering my contributions and the additional responsibilities I have taken on, I believe a salary increase of at least 20% would be appropriate.

I would greatly appreciate the opportunity to discuss this further at your convenience.

Thank you for your time and consideration.

Regards,

Kishan Bhuva

#### **4. Resignation Email**

**From:** [kishanbhuva99@gmail.com](mailto:kishanbhuva99@gmail.com)

**To:** [onyxElectrotech007@gmail.com](mailto:onyxElectrotech007@gmail.com)

**CC:** [kishanbhuva72925@gmail.com](mailto:kishanbhuva72925@gmail.com)

**Subject:** Resignation

Respected sir,

I am writing to let you know that I am resigning from my position of team leader at Onyx Electrotech , effective last week.

This was a tough decision because I have truly enjoyed working with you and the team. I'm grateful for all the opportunities and support I've received here.

I will do my best to ensure a smooth transition. Please let me know how I can help during my notice period.

Thank you for everything, and I wish Onyx Electrotech continued success.

Regards,

Kishan Bhuva

## 5. Email Asking for a Status Update

**From:** [kishanbhuva99@gmail.com](mailto:kishanbhuva99@gmail.com)

**To:** [Parulbhuvahr123@gmail.com](mailto:Parulbhuvahr123@gmail.com)

**Subject:** Follow up regarding project

Respected Madam,

I hope you're doing well. I am writing to inquire about the current status of project Samsung home appliance. I would appreciate any information you can provide regarding the progress and any upcoming actions.

Please feel free to let me know if you need anything further from my side.

Thank you for your time and attention.

Regards,

Kishan Bhuva

## **6. Letter of apology**

**From:** [kishanbhuva99@gmail.com](mailto:kishanbhuva99@gmail.com)

**To:** [dhvani2002@gmail.com](mailto:dhvani2002@gmail.com)

**CC:** [kishanbhuva72925@gmail.com](mailto:kishanbhuva72925@gmail.com)

**Subject:** Apology letter for project delay

Respected Dhvani madam,

I hope this email finds you well. I apologize for delay in project submission.

Due to fever given project's submission delayed 2 days. I ensure you that next time I will submit given project on time.

Thank you for your understanding and support.

Regards,

Kishan Bhuva

## **7. Email of Inquiry for Requesting Information**

**From:** [kishanbhuva99@gmail.com](mailto:kishanbhuva99@gmail.com)

**To:** [ganesh99@gmail.com](mailto:ganesh99@gmail.com)

**CC:** [kishanbhuva72925@gmail.com](mailto:kishanbhuva72925@gmail.com)

**Subject:** Inquiry for project Information

Respected HR sir,

I hope this email finds you well. I'm requesting information about project. Please provide necessary information so we can understand project needs and do high-quality work.

Thank you for your understanding and support.

Regards,

Kishan Bhuva

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

**From:** [kishanbhuva99@gmail.com](mailto:kishanbhuva99@gmail.com)

**To:** [dhvani2002@gmail.com](mailto:dhvani2002@gmail.com)

**CC:** [kishanbhuva72925@gmail.com](mailto:kishanbhuva72925@gmail.com)

**Subject:** problem : in login page and database

Respected madam,

I am writing to let you know that I am need help in khushi creation project.

There is problem in log in page that it doesn't check for authentication in data base and give access to every person who try to log in.

I hope you will help as soon as possible, thank you for support.

Regards,

Kishan Bhuva



## **9.     Introduction Email to Client**

**From:** [kishanbhuva99@gmail.com](mailto:kishanbhuva99@gmail.com)

**To:** [pankajpatel289@gmail.com](mailto:pankajpatel289@gmail.com)

**CC:** [kishanbhuva72925@gmail.com](mailto:kishanbhuva72925@gmail.com)

**Subject:** Welcome to Moon Technolab

Dear Pankaj sir,

I hope this email finds you well. I wanted to take a moment to personally welcome you to moon technolab. We are thrilled to have you as our newest client and are committed to providing you with the highest level of service.

At moon technolab, we specialize in web development. With our extensive experience and dedication to excellence, we are confident that we can help you achieve your goals.

I would love the opportunity to discuss your specific needs and how we can tailor our services to meet them. Please let me know when it would be convenient for us to connect.

Once again, welcome to the moon technolab family. We look forward to a successful partnership.

Kind regards,  
Kishan Bhuva  
Team leader  
Moon Technolab  
[kishanbhuva99@gmail.com](mailto:kishanbhuva99@gmail.com)

**10. Quotation Email**