

# Assignment

## Module 1: Effective Communication

### Task: Professional Emails

#### 1. Thank you Email

**Subject:** Thank You for Your Support

Dear Mr. Sharma,

I hope this email finds you well. I wanted to take a moment to express my sincere gratitude for your assistance during the recent project proposal. Your support and timely response were greatly appreciated and contributed significantly to our successful submission.

Once again, thank you for your help. I look forward to continuing our collaboration.

Best regards,  
Lovish Kalal  
Project Manager  
[lavishkalal3110@gmail.com](mailto:lavishkalal3110@gmail.com)

#### 2. Reminder Email

**Subject:** Friendly Reminder Regarding Final Report Submission

Dear Mr. Sharma,

I hope you're doing well. I just wanted to send a quick reminder regarding the final report submission that was due on March 5th. Kindly let me know if you need any further assistance to complete it.

I look forward to your prompt response.

Best regards,  
Lovish Kalal  
Marketing Coordinator  
[lavishkalal3110@gmail.com](mailto:lavishkalal3110@gmail.com)

### 3. Asking for a Raise in Salary

**Subject:** Request for Salary Increase

Dear Mr. Roberts,

I hope this email finds you well. I would like to request a meeting to discuss the possibility of a salary adjustment. Over the past two years, I have consistently contributed to the success of our marketing campaigns and have taken on additional responsibilities, including leading new client projects.

I would appreciate the opportunity to discuss how my performance aligns with the value I bring to the team. Thank you for considering my request, and I look forward to our discussion.

Sincerely,  
Lovish Kalal  
Marketing Manager  
[lavishkalal3110@gmail.com](mailto:lavishkalal3110@gmail.com)

### 4. Resignation Email

**Subject:** Resignation from Marketing Coordinator Position – March 30, 2025

Dear Mr. Yadav,

I am writing to formally announce my resignation from my position as Marketing Coordinator at TATA Company, effective March 30, 2025, as per the required notice period.

I have truly enjoyed my time working here and appreciate the opportunities for both personal and professional growth. I am grateful for the support and guidance I've received during my tenure.

Please let me know if there is anything I can do to ensure a smooth transition.

Sincerely,  
Lovish Kalal  
Marketing Coordinator  
[lavishkalal3110@gmail.com](mailto:lavishkalal3110@gmail.com)

### 5. . Introduction Email to Client

**Subject:** Introduction – Lovish Kalal from Sky Consulting

Dear Mr. Thompson,

I hope you're well. My name is Lovish Kalal, and I am the Senior Consultant at Sky Consulting. I wanted to introduce myself as your point of contact for the upcoming marketing strategy engagement.

I look forward to working with you and assisting with any questions or needs you may have. Please don't hesitate to reach out if I can be of help.

Best regards,

Lovish Kalal

Senior Consultant

[lavishkalal3110@gmail.com](mailto:lavishkalal3110@gmail.com)