

## **Module 1 Effective Communication**

### **Thank You Email**

**Subject:** Appreciation for Your Guidance and Support

Dear Sir/Madam,

I hope you are doing well. I am writing to express my heartfelt gratitude for your consistent support and encouragement. Your guidance throughout my time on the recent project has been invaluable.

Your detailed feedback helped me improve my skills and perform with greater confidence. I truly appreciate the time and effort you have invested in helping me grow professionally. It is rare to find mentors who are both inspiring and approachable, and I feel fortunate to be working under your leadership.

Every step of the way, your advice has helped me stay on track and understand the bigger picture of our objectives. I am especially thankful for the constructive criticism you offered, which motivated me to push beyond my comfort zone.

I look forward to continuing to learn under your mentorship and contributing meaningfully to our future goals.

Thank you once again for everything.

Warm regards,  
Mahek Sukhvani

## **Letter of Apology**

**Subject:** Apology for Delay in Report Submission

Dear Sir/Madam,

I am writing to sincerely apologize for the delay in submitting the final report for the Project. I understand that deadlines are essential for smooth operations, and missing one impacts the team and workflow.

Unfortunately, the delay was caused due to some personal reasons. However, I take full responsibility and assure you that I have taken necessary steps to ensure it does not happen again. I understand that timely communication and consistency are key to building trust and maintaining efficiency in any workplace.

I deeply regret any inconvenience this may have caused, and I assure you that I am fully committed to meeting expectations moving forward. I have already made adjustments to my planning and task management system to ensure better time management and prioritization in the future.

Thank you for your patience, understanding, and continued support.

Sincerely,  
Mahek Sukhvani

## **Reminder Email**

**Subject:** Reminder: Pending Submission of Task

Dear Manager,

I hope you are doing well. This is a kind reminder about the report, that was expected to be submitted by 5<sup>th</sup> July, 2025. It is an important step for our next milestone, and timely submission is critical to the progress of the overall project timeline.

I understand that everyone has a busy schedule, and sometimes delays are inevitable. However, I kindly request you to share an update at your earliest convenience so we can plan the next steps accordingly. Your input is valuable, and your cooperation ensures that we remain aligned and efficient as a team.

If there are any concerns, challenges, or if you require any assistance to complete the task, please feel free to reach out. I am happy to collaborate to ensure things proceed smoothly.

Looking forward to your response.

Best regards,  
Mahek Sukhvani

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

**Subject:** Request for Salary Increment Consideration

Dear Sir/Madam,

I hope you are doing well. I am writing to respectfully request a review of my current compensation based on my performance and responsibilities taken on in recent months.

Over the past few months, I have consistently met my targets, taken initiative in team projects, and supported the department beyond my regular duties. My involvement in current and past few project and my willingness to work overtime when needed reflect my dedication and contribution to the company.

Additionally, I have taken steps toward continuous learning and skill development to better serve the team. Given these efforts and the positive feedback I have received from peers and supervisors, I believe a salary adjustment would be a fair recognition of my performance.

I would appreciate the opportunity to discuss this matter further and remain open to any feedback or evaluation process you may wish to initiate.

Thank you for considering my request.

Sincerely,  
Mahek Sukhvani

## **Resignation Email**

**Subject:** Formal Resignation Effective

Dear Sir/Madam,

I am writing to formally resign from my position at Infosys, with my last working day being 5<sup>th</sup> august , 2025. This decision comes after thoughtful consideration of my career goals and personal aspirations.

Working here has been a valuable experience. I have grown both professionally and personally and am thankful for the support from you and the team. The knowledge and experience I have gained will always hold a special place in my career journey.

I am proud to have been part of such a supportive and dynamic work environment, and I leave with many positive memories. I will do my best to complete my current tasks and ensure a smooth handover of responsibilities to minimize any disruptions.

Please let me know if there is anything more I can do to support the transition process. I am happy to assist in training a replacement or documenting the workflow if required.

Thank you once again for the opportunity and for all the guidance you have provided.

Warm regards,  
Mahek Sukhvani