

## **Module 1: Effective Communication**

(1) To:abc@gmail.com

Subject: Thank you

Dear Pooja,

I hope you are doing well.

I want to say a big thank you for helping me with my studies.

Your support made things much easier to understand,

and I truly appreciate your time and effort.

It means a lot to me. If I can ever help you too, please  
let me know.

Thanks again!

Best regards,  
Mahek sindhav

(2)To:abc@gmail.com

Subject: Letter of Apology

Hi abc,

I hope you're doing okay.

I want to say sorry from my heart. I joined someone else's  
course and didn't tell you, and I know that might have hurt or  
upset you. That was not my intention at all.

I should have been honest with you, and I feel bad for not  
sharing it earlier. You're a good friend, and I truly value our  
friendship.

Please forgive me. I hope we can talk and move past this.

Take care,  
Mahek sindhav

(3)To:abc@gmail.com

Subject: Reminder – Pending Work

Hi mem,

I hope you're doing well.

Just a quick reminder — I think there was some work I forgot to complete or follow up on. Could you please let me know what it was, so I can finish it as soon as possible?

Sorry for the delay, and thank you for your patience.

Best regards,  
Mahek sindhav

(4)To:abc@gmail.com

Subject: Resignation

Dear Manager,

I hope you are well.

I want to let you know that I have decided to resign from my job at TCS. My last working day will be 30 June 2025.

This was not an easy choice, but I believe it's the right time for Me to move on and try something new. I am thankful for all the support and experience I got while working here.

Please let me know if I can help during the notice period.

Thank you so much.

Best regards,  
Mahek sindhav

(5) To: [abc@gmail.com](mailto:abc@gmail.com)

Subject: introduction Email to client

Dear dhruvi,

I hope you are doing well.

My name is mahek, and I work at Google.

I just wanted to introduce myself as your main contact for

Fish transporation project.

I'm happy to help you with anything you need. Feel free to email

Or call me anytime.

Looking forward to working with you!

Best regards,

Mahek sindhav