

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1 Thank You Email

Dear Dolly,

I want to express my sincere gratitude for taking the time to speak at the new client orientation today. I must say that I really enjoyed your presentation and your creativity.

I appreciate that you worked hard on it and did your homework. You provided some excellent suggestions for session subject in the meeting. Thank you so much.

Keep up the great work.

Sincerely,

Manasi

2 Letter of Apology

Subject: Apology for Incorrect Information in Email

Dear Jony,

I am writing to apologize for sending you incorrect information in the email I sent on 12th April 2025 5:00 pm. I realize that the information I provided was inaccurate, and this may have caused confusion or inconvenience for you.

I take full responsibility for this mistake and want to assure you that I am taking steps to ensure it does not happen again. I have reviewed the information and will send a new email with the correct information to you shortly.

I understand that my mistake may have caused an inconvenience and for that, I am truly sorry. Thanks for your patience as I make this right.

Sincerely,

Manasi

3 Reminder Email

Subject: Appointment Reminder

Hi there,

This is a friendly reminder that you have an appointment with us tomorrow at 2 pm. We'll be seeing you for a follow up visit to discuss your progress and see how we can best help you moving forward.

We look forward to seeing you tomorrow!

Best regards,

Manasi

4 Asking for a Raise in Salary

Subject: Request for Salary Review - Manasi

Dear Manoj Sir,

I would like to arrange a meeting to discuss my salary. I have been with the company for 4 Years, and I feel that I am overdue for a raise.

In addition, I have taken on additional responsibilities since my last salary review, and I believe that my increased workload warrants more pay.

Can you please let me know when would be an ideal time to discuss this further? I appreciate your time, and I look forward to hearing from you soon.

Sincerely,

Manasi

5 Resignation Email

Subject: Resignation from Accountant - Manasi

Dear Bhavesh Sir,

I hope you are doing well. I am writing to inform you that I will be resigning from my position as accountant at Wipro, effective 4th July 2025.

I am committed to making this transition as smooth as smooth as possible. I will be happy to assist in training my replacement or help in any other way during my notice period.

Best Regards,

Manasi