

Module – 1 :- “ Effective Communication ”

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

1) Thank You Email :-

To: Shubham.tops@gmail.com

Subject: Sincere Thanks for the Job Opportunity

Dear [Shubham sir],

I am writing to express my heartfelt thanks for selecting me for the Software engineer position at Tops infotech.ltd . I am honored to have been chosen and truly appreciate the time, effort, and confidence you and your team have placed in me throughout the selection process.

Joining your organization is a significant milestone in my career. I am excited about the opportunity to contribute to Tops infotech.ltd goals, collaborate with the team, and apply my skills and experience to deliver meaningful results.

Please let me know the next steps or any documents I need to provide to prepare for the onboarding process. I am fully committed to bringing my best from day one.

Thank you once again for this opportunity.

Warm regards,
[Manav Prajapati]

2) Letter of Apology :-

To: inayat123@gmail.com

Subject: Delay in Execution of Order

Dear [Inayat Parmar],

I hope this message finds you well.

I am writing to express my concern regarding the delay in the execution of our order placed on 23rd-June -2025, with reference number IRCITEM34672845. As per the agreed timeline, the order was scheduled for delivery/execution by 27th-june-2025, but we have yet to receive any updates or confirmation regarding its status.

This delay is causing inconvenience and affecting our planning and operations. I kindly request you to provide an update on the current status of the order and an expected completion or delivery date at the earliest.

We value our association and hope that this matter can be resolved promptly. Please treat this as urgent and advise on the necessary steps being taken to expedite the process.

Thank you for your immediate attention.

Best regards,

[Manav Prajapati]

[CEO]

[Pramukh Industries pvt.ltd]

3) Reminder Email :-

To: Shubham.tops@gmail.com

Subject: Reminder: Pending Items for Completion

Dear [Shubham sir],

I hope this email finds you well. I am writing to remind you about the pending items that require your attention. As discussed earlier, these items are crucial to moving forward with my project.

The pending items include:

- [Item 1: Balaji food packets]
- [Item 2: Amul milk packets]

Your prompt attention to these matters will enable us to meet our deadlines and achieve our objectives.

If you have any questions or concerns about the pending items, please do not hesitate to reach out to me. I am more than happy to discuss these items further and provide any necessary clarification.

Please let me know if you require any additional support or resources to complete these items. I am committed to ensuring that you have everything you need to succeed.

I would appreciate it if you could provide an update on the status of these items by 1st June, 2025. This will enable me to track progress and ensure that we are on track to meet our deadlines.

Thank you for your prompt attention to this matter. If you have any questions or concerns, please do not hesitate to reach out to me.

Best regards,
[Uttam Bavarva]

4) Quotation email:-

To: inayat1234@gmail.com

Subject: Quotation for cement

Dear [Recipient's Name],

Thank you for considering [Your Company Name] for your [product/service] needs. We are pleased to provide you with a quotation for the following:

- Product/Service: Ultratech cement
- Quantity: 500 bags
- Unit Price: 345 Rs.
- Total Price: 1,72,500 Rs.

Terms and Conditions:

- Payment Terms: 30 days net
- Delivery Timeframe: On next day of order
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We believe our [product/service] will meet your needs and provide value to your business. If you have any questions or would like to discuss further, please don't hesitate to contact us.

Thank you for considering [Prajapati Steels & Cement]. We look forward to the opportunity to work with you.

Best regards,
[Manav]

[Prajapati Steels & Cement]

5) Resignation email address:-

To: Shubham.tops@gmail.com

Subject: Notification of Resignation

Dear [Shubham sir],

Please accept this email as formal notice of my resignation from my position as Software engineer at Tops infotech.ltd, effective 30 May.

I appreciate the opportunities I have had while working at Tops infotech.ltd, and I am grateful for the experience and knowledge gained during my time here. However, I have decided that it is time for me to move on and explore new opportunities.

I will do my best to ensure a smooth transition of my responsibilities and complete any outstanding tasks before my departure. If there is anything specific you would like me to focus on during my remaining time here, please let me know.

Thank you again for the opportunity to work at Tops infotech.ltd . I wish the company continued success in the future.

Sincerely,

Pinti