Module 1: Effective Communication

Task: Write professional emails based on any 5 of the following scenarios.

1. Thank you Email:

From: markandpandya@gmail.com

To: tcs@gmail.com

Cc: mp@gmail.com

Bcc: hb@gmail.com

Subject: Thank you

Dear harsh Bhatt,

I hope you're doing well. I wanted to take a moment to sincerely thank you for the opportunity to interview for the manual tester position at TCS company. I truly appreciate the time you took to speak with me and share insights about the role and your team.

I enjoyed our conversation, especially discussing for software testing, and it reinforced my excitement about the possibility of joining TCS company. I believe my skill would allow me to contribute effectively to your team.

Please let me know if there's anything else you need from me. I look forward to the next steps and the opportunity to potentially work together.

Thank you again for your time and consideration.

Best regards,
Markand Pandya

2. Letter of Apology

From: markandpandya@gmail.com

To: harshbhatt@gmail.com

CC: mp@gmail.com

BCC: hb@gmail.com

Sub: Apology letter

Dear Mr. Harsh Bhatt,

Please accept my sincere apology for sending wrong reports to the client. I understand this has caused a lot of inconvenience to the client and our company.

I cannot defend my actions, but I want to tell you that I am handling four projects simultaneously. I got confused and mistakenly sent the wrong reports. I am truly sorry for such a lousy mistake.

I want you to know that I have already apologized to the client personally and sent the correct reports. I have also arranged a meeting with the client to eliminate any chance of miscommunication about our reports.

Kindly suggest if any other remedial step should be taken from our end.

I understand your disappointment, and I am truly sorry. I can assure you that this mistake will never be repeated in the future.

Yours Sincerely,
Markand Pandya

3. Reminder Email:

From: markandpandya@gmail.com

To: deep@gmail.com

Cc: mp@gmail.com

Bcc: hb@gmail.com

Dear Mr. Deep

I recently sent you a leave request for the week of **21 Feb to 27 Feb 2025**. I'm hoping to book a holiday with my family. Could you please confirm whether my leave request has been granted?

Once I have your approval, I can book the holiday. Please let me know if you want to discuss my request as soon as possible.

Regards,
Markand Pandya

5. Email of Inquiry for Requesting Information

From: markandpandya@gmail.com

To: dhara@gmail.com

Cc: mp@gmail.com

Bcc: hb@gmail.com

Subject: Inquiry Regarding Swag Labs Project Information

Dear Dhara mam,

I hope you're doing well. I am currently working on Swag Labs Project for finding bug and error and would like to request some information regarding Swag Labs Project.

Could you kindly provide details on customer requirements? Additionally, if there are any relevant documents, resources, or contacts that could assist with this, I would greatly appreciate it.

Please let me know if you need any further details from my side. I appreciate your time and assistance and look forward to your response.

Best regards,
Markand Pandya

9. Resignation Email

From: markandpandya@gmail.com

To: jaydeep@gmail.com

Cc: mp@gmail.com

Bcc: hb@gmail.com

Dear Jay deep sir,

I hope you're doing well. I am writing to formally resign from my position as manual tester at TCS company.

After careful consideration, I have decided to pursue further studies to advance my career. This decision was difficult, as I greatly valued my time and experiences at TCS company.

I will ensure a smooth transition of my duties and be available to assist with any queries or training needed during my notice period.

Thank you for your support and for the opportunities I have been given during my time here.

Best regards,
Markand Pandya