

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

From: meet007@gmail.com

To: sigmainfotech@gmail.com

BCC: rahulCEO@gmail.com, satishmajmudarCTO@gmail.com

Subject: Thank You for Moral Support

I hope you're doing well. I just wanted to take a moment to express my gratitude for your guidance. Your generosity truly made a difference, and I appreciate it

I am grateful for making me mentally Strong as well as making me understand the Work - ethics for future and I am looking forward to stay connected with you. please let me known if there is anything I can do for you in return.

Thanks again!

Best Regards,

Meet Jain

2. Letter of Apology

From: meet007@gmail.com

To: shyamsales@gmail.com

BCC: rajshamaniCEO@gmail.com, satishkaushikCTO@gmail.com

Subject: Sincere Apologies for my last year sales

I hope you're doing well. I wanted to take a moment to sincere apologies for decreasing sales of last year. As a Sr. sales Executive this may have caused misunderstanding and I deeply regret this situation.

Please know that it was never my intention and I take full responsibilities for my actions. I am actively working on our upcoming brand launch. I truly appreciate your patience and understanding. I will make sure that things must go right and we would recover sales within next quarter. Once again, I sincerely apologize for my inconvenience caused.

Best Regards,

Meet Jain

7. Asking for a Raise in Salary

From: meet007@gmail.com

To: sapphireinfotech@gmail.com

BCC: rajshamaniCEO@gmail.com, satishkaushikCTO@gmail.com

Subject: Request for Salary Review

I hope you're doing well. I wanted to take a moment to express my appreciation for the opportunities I received while working at Sapphire. Over past 4 years I have enjoyed contributing sapphire as Sr. Data-Analyst and I am committed to continuing my efforts overtime.

Given my contribution, experience and the value to fellow team members, I would like to discuss regarding the possible salary adjustment. I have taken an additional - responsibilities such as python-coach, Power BI Expert. I think my contribution review of current compensation.

I would appreciate the opportunity to meet at your convenience to discuss this further. Please let me know a suitable time for us to talk. Thank you for your time and consideration. I look forward to your feedback.

Best Regards,

Meet Jain

8. Email to Your Boss About a Problem (Requesting Help)

From: meet007@gmail.com

To: CaptionCapitals@gmail.com

BCC: RekhaShah@gmail.com

Subject: Request for your assistance

I hope you're doing well. I wanted to draw your attention at a challenge I'm facing with Excel dashboards. Despite my failed efforts, I wanted you to encounter these difficulties.

I would appreciate your guidance on how best to proceed. I'd love to discuss this in detail at your convenience. I hope our efforts can shine into success.

Best Regards,

Meet Jain

9. Resignation Email

From: meet007@gmail.com

To: saiEntertainment@gmail.com

BCC: sairamdave@gmail.com

Subject: About my resignation

I hope you're doing well. I wanted to take a moment to express my love, regards while working with you and our beloved team at SaiEntertainment. Over past 12 years I have enjoyed contributing as Team-Lead and senior Manager.

As time Flies my health is giving me more problems due to my age. My family wants I could company them at our Malaysian Home. I think this is the right time for me to step back and let the smarter people handle this Group. I am Requesting my resignation and love from you as you are my mentor and path-finder.

Thank You,
Meet Jain