**Module 1: Effective Communication Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.**

**1. Resignation Email**

**Subject:** Resignation – Milan Pethani

Dear Nirav Bhayani,

I hope this message finds you well. I am writing to formally resign from my position as Graphics Designer at Novasoft Tech. , effective 30 December 2024.

This decision was not an easy one, as I deeply value the opportunities I have had to grow and contribute to Novasoft Tech.. Working alongside such talented colleagues has been a privilege, and I am grateful for the support, mentorship, and experiences that have shaped my career during my time here.

I am committed to ensuring a smooth transition. Over the next 1 Months, I will do everything I can to complete outstanding tasks and assist in training or onboarding my replacement if needed. Please let me know how I can best assist during this transition period.

Thank you once again for the opportunity to be part of Novasoft Tech.I hope to stay in touch, and I wish the team continued success in all its endeavors.

Warm regards,  
Milan Pethani  
Senior Graphic Designer   
milanpethani123@gmail.com

**2. Thank you Email**

**Subject line: The meeting was great!**

**Hi John,**

**I just wanted to thank you for meeting with me today at the orientation with new clients. I loved your presentation and the creativity.**

**It means a lot to me that you put hard work into it and did your homework. During the meeting, you gave some great ideas about the (subject of the session). Let’s have a brief discussion on how to implement those ideas.**

**Keep up the excellent work.**

**Sincerely,**

**Sarah Burroughs**

**3. Email of Inquiry for Requesting Information**

**Subject: Inquiry Regarding Mobile Information**

**Dear Customer Support Team**

**I hope this message finds you well. I am writing to request detailed information about [specific mobile phone model or product line] that I am interested in purchasing.**

**I would appreciate it if you could provide the following details:**

* **Specifications (e.g., storage capacity, camera quality, processor, etc.)**
* **Available color options**
* **Warranty and after-sales support**
* **Pricing and ongoing promotions, if any**

**Additionally, please let me know about the availability of the product and if there are any financing or installment plans available.**

**Thank you in advance for your assistance. I look forward to your response at your earliest convenience.**

**Best regards,  
Nirav Bhayani  
niravbhayani123@gmail.com**

**4. Email Asking for a Status Update**

**Subject:** Follow-Up on Complaint Status

Dear Customer Service Team

I hope this email finds you well. I am following up on the complaint I submitted on [date of submission], regarding a defective product

It has been two weeks since I reported the issue, and I have not yet received an update. I would appreciate it if you could provide the current status of my complaint and let me know the expected timeline for resolution.

Please let me know if you require any additional information or documentation from my side to expedite the process.

Thank you for your attention to this matter, and I look forward to hearing from you soon.

Best regards,  
yash patel  
yashpatel123@gmail.com

**5. Reminder Email**

**Subject:** Reminder: Pending EMI for Your Home Loan

Dear Harvin Bhatt,

We hope this message finds you well. This is a courteous reminder regarding the pending EMI payment for your HDFC Bank Home Loan, Loan Account Number: 25484575454547. As per our records, the EMI amount of 25,000 was due on 3 November and has not yet been received.

To avoid late fees or any impact on your credit score, we request you to make the payment at your earliest convenience. You can clear the pending EMI through any of the following channels:

1. **HDFC Bank NetBanking**: Login to your NetBanking account and navigate to the loan section.
2. **Mobile Banking App**: Use the HDFC Bank Mobile App for quick payment.
3. **Branch Visit**: Visit your nearest HDFC Bank branch for assistance.

If the payment has already been made, please disregard this email. For any concerns or queries related to your home loan account, feel free to contact us at 1800264525465 or write to us at customerhadfcbank@gmail.com.

Thank you for your prompt attention to this matter. We value your relationship with HDFC Bank and are here to assist you.

Warm regards,  
Rajdeep  
HDFC Bank Home Loan Team