

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@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 Tops institution is my best decision to help me and give proper guidance toward my goal(Path).

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,
Neer Kumbhani

2) Letter of Apology :-

To: swet123@gmail.com

Subject: Delay in Assessment Submission

Dear Swet Patel,

I am Neer Kumbhani from Tops education center. I was busy in my personal work so, I forgot to complete my assessment in given time period.

I am writing this letter to apologise for not completing my assessment in given time. So, kindly requested to you for give me extra time to submit my assessment.

Best regards,
Neer Kumbhani

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 I inform earlier, I am already submitted my project of JS(javascript) but remarks was not given from your side.

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

If you have any questions about my code then also give proper remarks of resubmission. I am more than happy to discuss these further and provide any necessary clarification.

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

Best regards,
Neer kumbhani

4) Quotation email:-

To: inayat1234@gmail.com

Subject: Quotation for Home

Dear Recipient's Name,

Thank you for considering Neer Architecture for your refurnished your house. We are pleased to provide you with a quotation for the following:

- Product/Service: All essentials product
- Quantity: depend on categories
- Avg Unit Price: 300rs
- Total Price: 20,72,500 Rs.

Terms and Conditions:

- Payment Terms: In 3 parts

- We believe our product/service will meet your needs and provide value to your house. If you have any questions or would like to discuss further, please don't hesitate to contact us.

Thank you for considering Neer Architecture. We look forward to the opportunity to work with you.

Best regards,
Neer Kumbhani
Neer Architecture

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 am glad to work with and give me 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.

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

Your Sincerely,
Neer Kumbhani