

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 :- geladaneha9316@gmail.com

To :- yaminishah@123gmail.com

Subject :- Thank You for Your Support

Dear Mem,

I just wanted to say thank you for all your support and guidance. I've learned so much from you, and your advice has really helped me.

I truly appreciate your time and effort. It means a lot to me.

Warm regards,
Neha Gelada

2. Reminder Email

From :- geladaneha9316@gmail.com

To :- ketanpatel123@gmail.com

Subject :- Reminder: Pending Payment

Dear Ketan Patel,

I hope you're doing well.

I'm writing to remind you that the payment for 100 Tv is still pending. The total amount is 10,00000 and it was due on 13 Dec,2025.

Kindly let us know when we can expect the payment.

Thank you for your attention.

Best regards,
Neha Gelada
Shiv Electronics

3. Asking for a Raise in Salary

From :- nehagelada9316@gmail.com

To :- rinalpatel09@gmail.com

Subject :- Request for Salary Increase

Dear Mem,

I hope you are doing well.I am writing to kindly ask for a raise in my salary. I have been working hard and doing my best in my role. I feel I have taken on more responsibilities and would be grateful if my salary could be reviewed.

Please let me know if we can discuss this.

Thank you for your time and support.

Best regards,

Neha Gelada

4. Resignation Email

From :- shahyamini123@gmail.com

To :- aakashshah07@gmail.com

Subject :- Notice of Resignation

Dear Sir,

I hope you're doing well.

I am writing to let you know that I will be resigning from Web Developer position at Invision Company, and my last working day will be 10th September, 2025.

I truly appreciate the opportunities and support I've received during my time here. It has been a valuable experience, and I've learned a lot.

Thank you once again.

Sincerely,

Yamini Shah

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

From :- nehagelada9316@gmail.com

To :- rajeshshah07@gmail.com

Subject :- Need Help Regarding Report Submission

Dear Sir,

I am facing a problem with submitting the monthly report. The system is showing an error while uploading the file.

I tried restarting the system and checking the file format, but the error is still coming.

Kindly guide me on how to fix this or let me know if I should send the report by email.

Thank you for your help.

Best regards,
Neha Gelada