**Module 1: Effective Communication**

1. Thank you Email

[john@company.com](mailto:john@company.com)

**Subject:** Thank You for Your Valuable Guidance

Respected Sir,

I wanted to take a moment to sincerely thank you for your guidance and support throughout my training. Your clear direction, timely feedback, and encouragement have been extremely helpful in shaping my understanding and confidence in working with PHP and the Laravel framework.

Your leadership not only helped me complete my tasks effectively but also taught me how to approach challenges with clarity and focus. I truly appreciate the time and effort you invested in mentoring me.

Thank you once again for being such a supportive and inspiring mentor.

Warm regards,  
**Nisha Sharma**

1. Letter of Apology

[john@company.com](mailto:john@company.com)

**Subject:** Apology for My Absence

Respected Madam,

I am writing to sincerely apologize for my absence on 13th June 2025 .I understand that my absence may have caused inconvenience, and I deeply regret not being able to inform you in advance.

The reason for my absence was personal emergency. I assure you that it was not intentional, and I am taking all steps to ensure it does not happen again.

I value the importance of regular attendance and my responsibilities, and I will make sure to stay on track and make up for any missed work or learning.

Thank you for your understanding and support.

Sincerely,  
**Nisha Sharma**

1. Asking for a Raise in Salary

[John@gmail.com](mailto:John@gmail.com)

**Subject:** Request for Salary Revision

Respected Sir,

I am writing to kindly request a review of my current salary. It has been a considerable period since my last salary adjustment, and during this time, I have remained committed to my role and responsibilities at xyz company.

Over the past more than a year, I have continued to contribute the development and maintenance of web applications using PHP and Laravel. I’ve worked on building APIs, optimizing database queries, and implementing secure authentication features. I’ve also supported the team in debugging, testing, and deploying code on time. and I have consistently worked to meet deadlines and maintain a high standard of performance.

Considering my responsibilities, performance, and growing experience, I would be grateful if you could consider a salary adjustment in line with my contributions and current market standards.

I would appreciate the opportunity to discuss this further at your convenience. Thank you for your time and understanding.

Warm regards,  
**Nisha Sharma**

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

[john@gmail.com](mailto:john@gmail.com)

**Subject:** Requesting Assistance with Technical Issue in Project

I am writing to inform you about a technical issue I’m currently facing while working on the project. Specifically, I am encountering difficulty with integrating an API in Laravel.

I have reviewed the API documentation and attempted several debugging steps, including the request format or using Postman to test endpoints, but the integration is still not functioning as expected.

I would really appreciate your guidance or a quick discussion to help me resolve this and move the project forward smoothly. Thank you for your time and support.

Warm regards,  
**Nisha Sharma**

1. Resignation Email

[john@gmail.com](mailto:john@gmail.com)

Subject: Resignation Due to Relocation

Dear Sir,

I am writing to formally resign from my position at xyz company, effective from [Your Last Working Day].

Due to a personal relocation, I will be moving to a different city, which makes it difficult for me to continue my role at the company. This decision was not easy, as I have truly valued my time here and the opportunities to grow both personally and professionally.

I am especially thankful for your support and guidance throughout my time at the company. It has been a pleasure working with you and being part of a collaborative team environment. I’ve learned a lot, particularly in my role as a backend developer using PHP and Laravel, and I will carry these experiences forward in my career.

I will ensure a smooth transition of my responsibilities and am happy to assist with any handover process required.

Thank you once again for everything.

Warm regards,  
**Nisha Sharma**