

Module 1

Effective communication

Q1: Thank you email.

Ans:

To : parthpatel089.pp@gmail.com

Subject : Thank you for help.

Respected sir,

Thank you very much to give your golden time for complete my project.

I am very lucky because, I got sir like you. Your guidance is very helpful for me to complete my final year project. With your help I achieve best grade in project. That's why my result is good because of it. On the other hand, it's also helpful me my present job interview.

Again, I say thank you very much for your support.

Yours sincerely student,
Parth vadariya.

Q2: Letter of Apology.

Ans:

To : deeppatel02@gmail.com

Subject : I really apologies for my bad behavior.

Dear teammate,

I really apologies for my yesterday behavior. I say sorry from my heart because I can not do this thing. Now I realized I am wrong on that time.

As I say I fill guilt of my behavior. I take full responsibility for this error, and I am committed to ensuring that this dose not happen again. Please accept my apology and forgot it. Because, some-times it's happen in team work do not take in mind. Next time I am very care full about it and I try to not repeat this type of mistake.

Thank you for your understanding and patience. Once again I say sorry. Please forgive it because we are also best friends.

Your teammate,
Parth vadariya.

Q3: Remainder Email.

Ans :

To : parthpatel089.pp@gmail.com

Cc : parnsupatel0@gmail.com, dippatel12@gmail.com,
mihirp@gmail.com

Subject : Next meeting is scheduled on 10:00 am tomorrow.

Dear teammates,

I inform all team member to be prepare for our next zoom meeting.

As we discussing in office today the topic of our meeting. All the member be ready for meeting sharp on 10:00 am. I request all of you to join the meeting on time and prepare your notes on the topic which give you.

That's it. Again, I say to join the meeting on time.

Your respected,
Team head.
Parth vadariya.

Q4. Asking for a raise in salary.

Ans :

To : preetpatel12@gmail.com

Subject : About to raise my salary.

Respected manager ,

I hope you well.

I am writing mail to meet you to discuss about my current salary and compensation. I have been working from past three years in pan health & heign. I consistently work as civil engineer in company. Till date the project is all most 50% complete. Now I think based on my contribution in this project, I am requesting to review my current salary. That's way I confident to my performance and dedication salary increase to 25% of my current salary.

I am available to meet you as soon as possible to discuss my request and I explain my contribution in detail. Thank for your time and consideration.

Sincerely ,
Parth vadariya.

Q5. Resignation Email.

Ans :

To : hrmanager@gmail.com

Subject : Resignation – Parth Vadariya – civil engineer.

Dear Hr. Ankit sir,

Please accept this as formal notification of my resigning. I am resign the post of civil engineer from 31st dec 2024. Because, I have to transfer city.

I would like to thank you for the opportunity to have worked in the position for the past 4 years. The valuable skills I have gained here are deeply appreciated and I would like to thank you for all of the opportunities I have been afforded here.

Please feel free to contact me with any questions about the projects I have been working on. I am happy to help in any way I can with the transition process.

Thank you once again for your guidance and support. I wish you and the company all the best for the future.

Sincerely,
Parth Vadariya.