**Module 1: Effective Communication**

Task: Write professional emails based on any 5 of the following scenarios.

**1. Thank you Email :**

From : [hacktifyin@gmail.com](mailto:hacktifyin@gmail.com)

To : [dp982110@gmail.com](mailto:dp982110@gmail.com)

Cc : [hp@gmail.com](mailto:hp@gmail.com)

Bcc : [dp@gmail.com](mailto:dp@gmail.com)

Subject : Thank you

Hello Dhara Pandya ,

Thank you for your interest in Hacktify Community!

We received your response to the Cyber security Intern position, Although your background is impressive, but we regrate to inform you that you are not good fit for this position

We encourage to you for keep an eye for on our job postings and apply for any other opportunities that align with your skills and experience.

Once again, thank you for your interest in Hacktify Community.  I wish you every success in your future endeavours and hope we may connect again in the future.

Sincerely,

**Muriel Moretti**

Junior HR Specialist

Hacktify Community

**2. Letter of Apology**

From : [amazoncoin@gmail.com](mailto:amazoncoin@gmail.com)

To : [dp982110@gmail.com](mailto:dp982110@gmail.com)

CC : [amazonin@org.in](mailto:amazonin@org.in)

BCC : [dp@gmail.com](mailto:dp@gmail.com)

Subject : Regarding your recent order - Our sincere apologies

Dear Dhara Pandya,

We are writing to sincerely apologize for the inconvenience caused by the recent delay in processing your order 1650.

We understand the frustration this may have caused and regret not meeting your expectations regarding delivery time. We are working on this issue and ensure that your order will shipping in sort time.

As a gesture of our apology, we have included a small discount with your package. We value your business and appreciate your patience as we work to rectify this situation.

Sincerely,

Satish Verma

Amazon

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

**3. Reminder Email :**

From : [dp982110@gmail.com](mailto:dp982110@gmail.com)

To : [cybercom@gmail.com](mailto:cybercom@gmail.com)

Cc : [hacktify@gmail.com](mailto:hacktify@gmail.com)

Bcc : [dp@gmail.com](mailto:dp@gmail.com)

Respected Sir,

I hope you’re doing well. I have not yet received my offer letter, despite having already filled out the required form.

I also sent a message in the WhatsApp group regarding this issue, but it remains unresolved. I would appreciate it if you could look into this matter and provide a solution at the earliest.

Thank you for your assistance.

Best regards,

Dhara Pandya

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

From : [dp982110@gmail.com](mailto:dp982110@gmail.com)

To : [uddeshHR@gmail.com](mailto:uddeshHR@gmail.com)

Cc : [Hacktify@gmail.com](mailto:Hacktify@gmail.com)

Bcc : [dp@gmail.com](mailto:dp@gmail.com)

Subject : Clarification on Internship Duration

Respected Sir,

I hope this email finds you well.

I recently received the offer letter for the internship, which mentions a duration of two months. However, in your email, the duration is mentioned as one month. I would appreciate your clarification on the actual duration of the internship.

Thank you for your time and assistance. I look forward to your response.

Best regards,  
Dhara Pandya

**9. Resignation Email**

From : [dp982210@gmail.com](mailto:dp982210@gmail.com)

To : [mahatamagandhi@gmail.com](mailto:mahatamagandhi@gmail.com)

Cc : [cordinator@gmail.com](mailto:cordinator@gmail.com)

Bcc : [dp@gmail.com](mailto:dp@gmail.com)

Subject : Resignation Letter

Dear Dhruti Man,

I hope this email finds you well.

I am writing to formally resign from my position as Assistant Teacher for 1st grade at Mahatma Gandhi School due to health reasons. This decision was not easy, but prioritizing my health has become necessary at this time.

I understand that my resignation may cause some inconvenience, but I have ensured a smooth transition by completing all my work and guiding the new teacher, who is now fully prepared to take on the responsibilities.

I sincerely appreciate your understanding and support. Please let me know if there is anything I can do to assist during my remaining days. It has been an honour to work under your leadership, and I am truly grateful for the encouragement and guidance you have provided.

Thank you once again for everything.

Sincerely,  
Dhara Pandya