**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**

Subject: Thank You for Your Support

Dear Sourav,

I hope this message finds you well. I would like to take a moment to sincerely thank you for your invaluable assistance with the EPSON project.

Your expertise and insights were crucial in making the EPSON project a success. I genuinely appreciate the time and effort you put into helping me tackle the challenges we encountered.

Thank you once again for your support. I look forward to working with you on more projects.

Pankaj Patel

Jr. Software Developer

9173707485

Tops Tech.

**2.** **Asking for a Raise in Salary**

**Subject:** Request for Salary Discussion

Dear Shukanti,

I hope this message finds you well. I wanted to take a moment to discuss my current salary. Over the past 1yr, I have taken on additional responsibilities and contributed to multiple projects.

I believe my efforts have positively impacted our team and the company. Given this, I would like to explore the possibility of a salary adjustment that reflects my contributions.

I appreciate your consideration and would be grateful for the opportunity to discuss this further.

Thank you for your time!

Pankaj Patel

**3.Resignation Email**

Subject: Resignation – Pankaj Patel

Dear Shukanti,

I hope this message finds you well. I am writing to formally resign from my position at Tops Tech, effective 15-10-2024.

This decision was not easy, as I have genuinely enjoyed working with you and the team. I am grateful for the opportunities I have had to grow and develop professionally during my time here.

I will do my best to ensure a smooth transition and will be happy to assist in training my replacement or handing off my responsibilities. Please let me know how I can help during this time.

Thank you once again for your support and guidance. I look forward to staying in touch.

Best regards,

Pankaj Patel  
Jr. Software Developer  
9173707485

**4.** **Email Asking for a Status Update**

Subject: Request for Status Update on EPSON project

Hi Nitin,

I hope you’re doing well. I wanted to check in regarding the status of EPSON project.

As we are approaching the upcoming deadline on 5-10-2024, I’d like to ensure that we’re aligned and address any challenges that may have come up. If you have any updates on the progress or any issues, please let me know.

Thank you for your attention to this. I appreciate your hard work and look forward to hearing from you soon.

Best,

Pankaj Patel

Jr. Software Developer

pankaj@gmail.com

Tops Tech

**5.** **Letter of Apology**

Subject**:** Apology for Unscheduled Absence

Dear Shukanti,

I hope you’re well. I want to sincerely apologize for my absence on 3-10-2024 without prior notice. I experienced a sudden medical issue that required immediate attention, which unfortunately prevented me from informing you in advance.

I understand the importance of communication and will ensure it doesn’t happen again in the future.

Thank you for your understanding.

Pankaj Patel

Jr. Software Developer