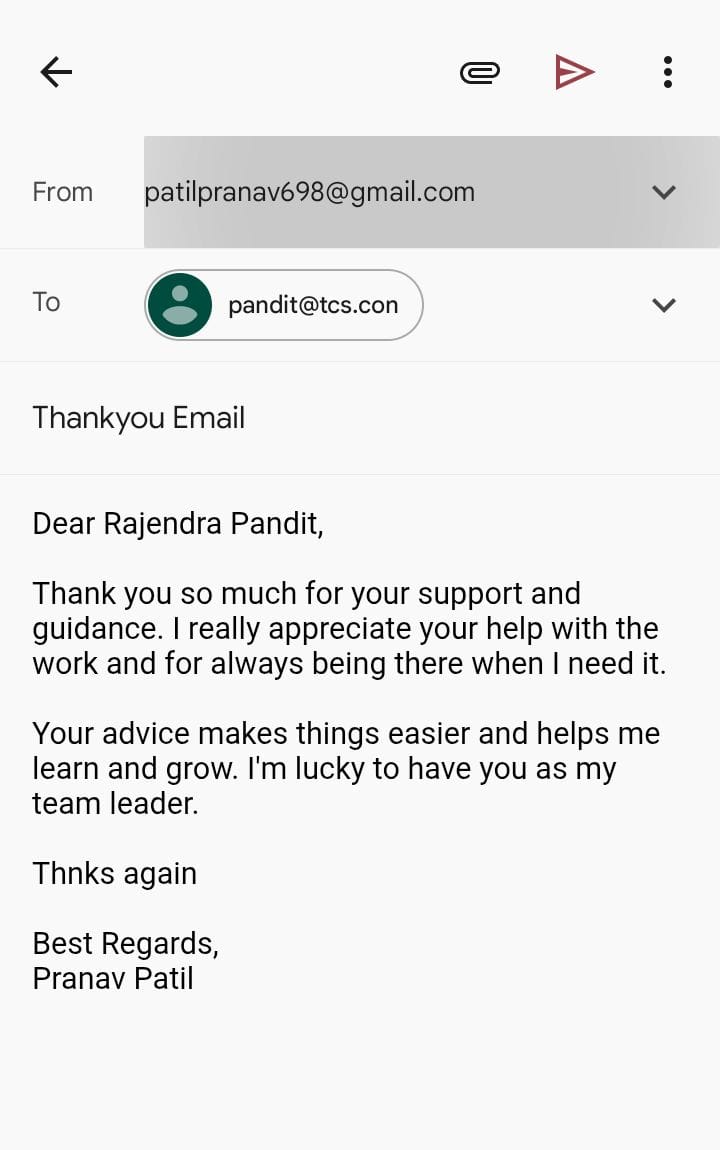
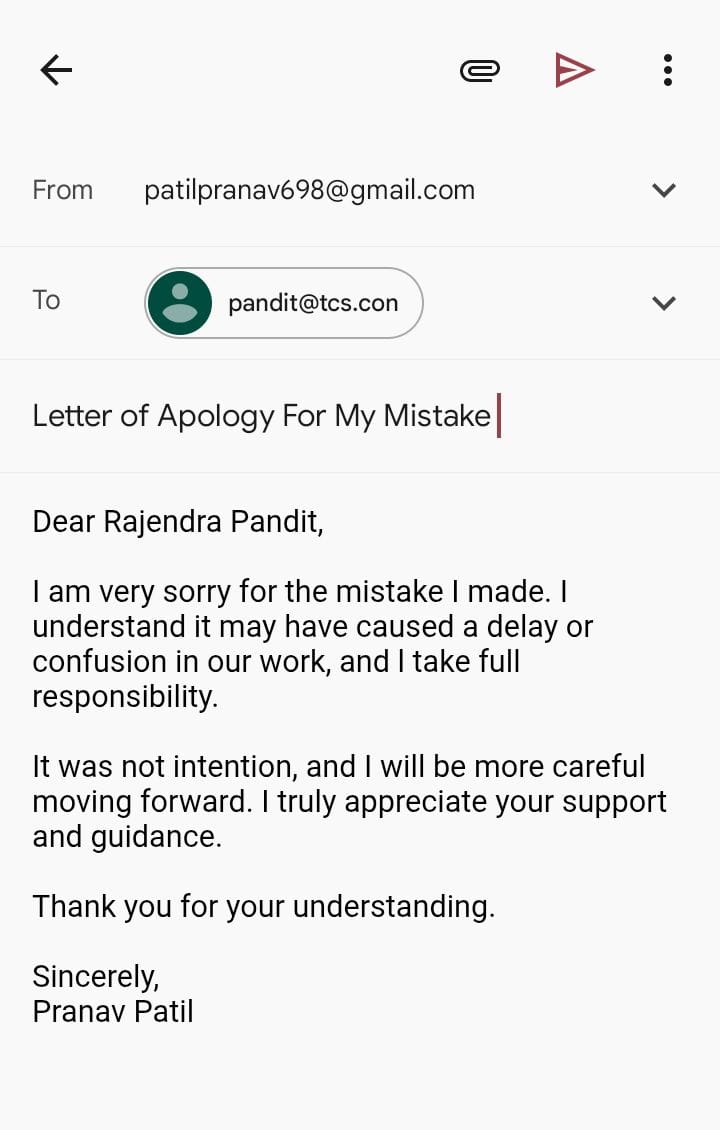
**Module 1: Effective Communication**

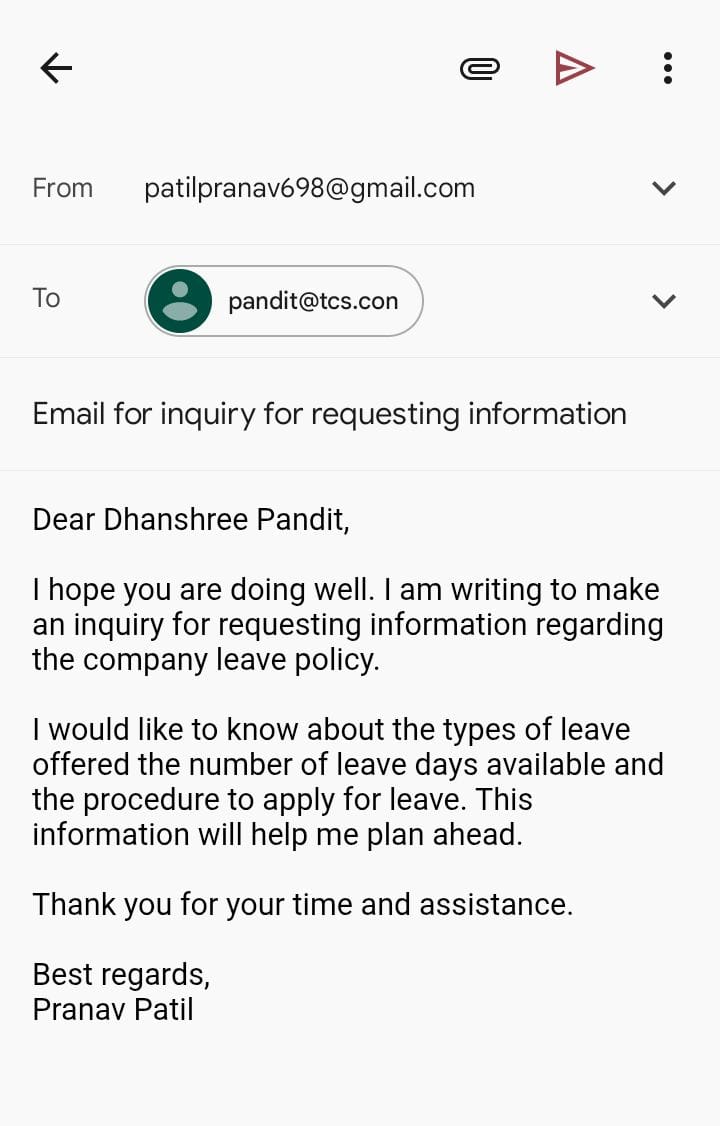
**1)Thank you Email**

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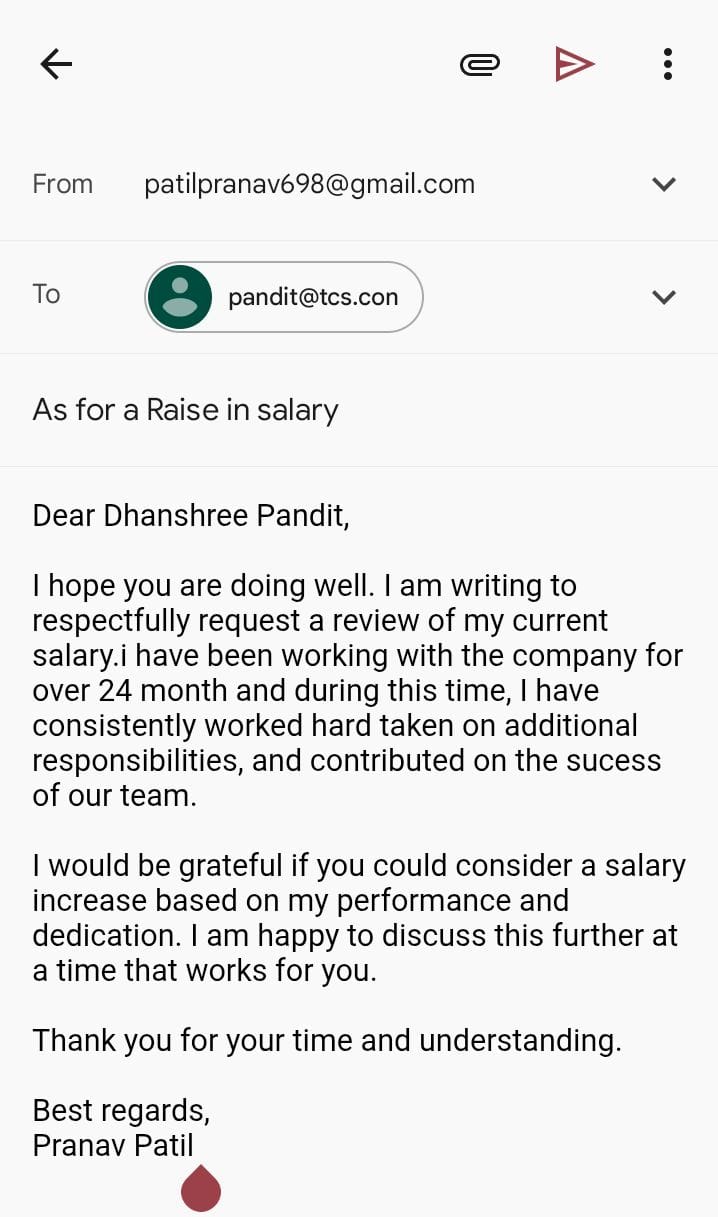
**2) Letter of Apology**

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**3) Email of Inquiry for Requesting Information**

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**4) Asking for a Raise in Salary**

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**5) Resignation Email**

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