**Module 1: Effective Communication**

1. **Thank you Email**

* **Subject:** Thank You for the Amazing Birthday Gift!

**Dear** Savan,

I hope you're doing well! I just wanted to take a moment to thank you so much for the beautiful watch you gave me for my birthday. It’s perfect, and I’m genuinely touched by your thoughtfulness. I can’t wait to wear it and think of you every time I do.

Your friendship means the world to me, and I’m so grateful for the special way you’ve made this birthday even more memorable. Thank you again for the incredible gift and for always being such an amazing friend.

Looking forward to catching up soon!

**Warmly,**

**Rathod Vipul**

1. **Reminder Email**

* **Subject**: Reminder: Don’t Forget the New Year Party!

**Dear Yamal,**

I hope you’re doing well! Just a quick reminder about the New Year party we’re having on 31 January at 12 at Ahmedabad. It’s going to be so much fun, and I really hope you can make it!

We’ve got some exciting plans lined up, and it wouldn’t be the same without you there. Let me know if you need any details or if there’s anything I can do to help!

Looking forward to ringing in the New Year with you!

**Cheers,**

**Rathod Vipul**

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

* **Subject**: Inquiry Regarding UI UX Opportunity at ABZ company

Dear Mehta,

I hope this message finds you well. My name is Rathod Vipul, and I am interested in learning more about potential job opportunities at ABZ Company. I recently came across your organization and am very impressed by Company’s behavior.

I would greatly appreciate it if you could provide additional information regarding the following:

* The required qualifications or skills for such roles
* The application process and timeline

Thank you for your time and consideration. I look forward to the possibility of hearing more about potential opportunities and how my skills may align with your team’s needs.

**Best regards,**

**Rathod Vipul**

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

* **Subject:** Request for Status Update

**Dear Nishant sir,**

I hope this message finds you well. I am reaching out to kindly ask for an update regarding the progress of website. As we had discussed earlier, the timeline for completion was set for one month, and I wanted to check if everything is progressing as planned.

If there have been any changes or challenges encountered that may affect the timeline or any other aspect, please let me know. Additionally, if there is anything further, I can do to assist or support in moving things forward, I am happy to help.

Thank you for your time and attention to this matter. I look forward to hearing from you soon and appreciate any updates you can provide.

**Best regards,**

**Rathod Vipul**

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

* **Subject:** Request for Salary Review

Dear Rahul sir,

I hope you're doing well. I am writing to request a meeting to discuss my current compensation. Over the past time, I have greatly enjoyed contributing to specific projects and feel that my role and responsibilities have grown significantly. Given these contributions and the value, I bring to the team, I would like to explore the possibility of a salary adjustment.

I would appreciate the opportunity to discuss how my performance aligns with the expectations and goals of the company, and I am happy to provide any additional information needed to support my request. Please let me know a convenient time to meet and discuss this further.

Thank you for your time and consideration.

**Best regards,**

**Rathod Vipul**