**Module 1 : Effective Communication**

1. **Thank you Email**

**Subject:** Thank you

**Dear:** Aryan

* I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for your support and assistance. Your efforts have made a significant difference, and I truly appreciate the time you dedicated to helping me.
* Your has not gone unnoticed, and I am grateful for the opportunity It’s always a pleasure to connect with someone as you.
* Thank you once again for everything. Please do not hesitate to reach out if there’s ever anything I can do for you.

Best Regards,

Yamal Rathod

1. **Reminder Email**

**Subject**: Reminder for Pending Payment of Fees for January

**Dear:** Vipul

* I hope this email finds you well.
* I am writing to kindly remind you that the payment for my fees for this month is still pending. As per our previous agreement, the payment was due by [due date], and I would appreciate it if you could arrange for the payment to be processed at your earliest convenience.
* The outstanding amount is [amount owed], and I kindly request that the payment be made by [new due date, if applicable]. Should you require any additional information or documentation to facilitate the payment, please let me know.
* I value our collaboration and look forward to resolving this matter soon.
* Thank you for your attention to this request.

Best Regards,

Yamal Rathod

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

**Subject**: Request for Salary Review

**Dear:** Vinod

* I hope you're doing well.
* I wanted to take a moment to discuss my current role and compensation. Over the past 1 month I have been dedicated to contributing to the success of the team and the company. I am proud of the work we have accomplished together, particularly.
* Given my continued growth in the role and my expanded contributions, I would like to request a review of my salary. I believe that a raise would better reflect the value I bring to the team and my professional development within the company.
* I would be happy to meet at your convenience to discuss this further. Thank you for considering my request, and I look forward to the opportunity to continue contributing to the success of our team.

Best Regards,

Yamal Rathod

1. **Email to your boss about a problem**

**Subject:** Assistance Needed Regarding salary

**Dear**: Dhruv sir

* I hope you are doing well.
* I’m writing to inform you of an issue that has come up regarding salary. Despite my efforts to address the situation, it seems that it requires further attention to resolve effectively.
* I wanted to bring this to your attention to ensure that we can find a suitable solution. If you have any advice or would like to discuss next steps, I’m happy to meet at your convenience to provide more details and work on a resolution.
* Thank you for your understanding and support.

Best Regards,

Yamal Rathod

1. **Resignation Email**

**Subject**: Resignation from HTML, CSS – Yamal

**Dear**: Piyush sir

* I hope you are doing well.
* I am writing to formally resign from my position as HTML, CSS at TECHTIC Solutions Inc. effective 31, December 2024.
* This decision was not made lightly, and I am incredibly grateful for the opportunities I have had here at TECHTIC Solutions Inc. Working with such a talented and supportive team has been a truly valuable experience, and I appreciate the growth and learning that I’ve had during my time with the company.
* I am committed to ensuring a smooth transition and am happy to assist in any way I can, including training my replacement or completing outstanding tasks. Please let me know how I can be of help during this period.
* Thank you again for the opportunity to be part of TECHTIC Solutions Inc. I look forward to staying in touch and wish the team continued success.

Best Regards,

Yamal Rathod