**Module 1 : Effective Communication**

1. **Thank you Email**

**Subject:** Thank you

Gritted of the day

**Dear:** Mr.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

Gritted of the day

**Dear:** Mr. 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

Gritted of the day

**Dear:** Mr. 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

Gritted of the day

**Dear**: Mr. 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

Gritted of the day

**Dear**: Mr. 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