**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

From : [rudratavethiya2004@gmail.com](mailto:rudratavethiya2004@gmail.com)

To : [xyz@gmail.com](mailto:xyz@gmail.com)

Subject : thank you for interview opportunity

Dear HR,

I hope this email finds you well. I would like to sincerely thank you for taking the time to meet with me today for a job. I truly enjoyed learning more about the role and the projects your team is working on.

Our conversation made me interested in this job. I believe my skills align well with the needs of your team.

Thank you again for considering my application. I look forward to the next steps and am happy to provide any additional information if needed.

Regards,

Rudra Tavethiya

2. Letter of Apology

From : [rudratavethiya2004@gmail.com](mailto:rudratavethiya2004@gmail.com)

To : [xyz@gmail.com](mailto:xyz@gmail.com)

Subject : apology for missed deadline

Dear HR,

I am writing to apologize for not meeting the deadline for the project. I fully understand the inconvenience this may have caused, and I regret any disruption this delay causedto your schedule.

I will complete my project and submit it within the week. I will make every effort to ensure that this does not happen in future.

Thank you for your understanding and please let me know if there is anything I can do to rectify the situation.

Sincerely,

Rudra Tavethiya

3. Asking for a Raise in Salary

From : [rudratavethiya2004@gmail.com](mailto:rudratavethiya2004@gmail.com)

To : [xyz@gmail.com](mailto:xyz@gmail.com)

Subject : Request for salary increase consideration

Dear twinkle,

I hope you are doing well.

I am reaching out to request a meeting to discuss my current compensation. Over the last 1 year, I have made significant contributions to all my projects.

Please let me know a convenient time for us to discuss this further.

Thank you for your time and understanding.

Sincerely,

Rudra Tavethiya

4. Email to Your Boss About a Problem (Requesting Help)

From : [rudratavethiya2004@gmail.com](mailto:rudratavethiya2004@gmail.com)

To : [xyz@gmail.com](mailto:xyz@gmail.com)

Subject : Request for advice on managing

Dear boss,

I hope you're doing well. I am seeking your advice regarding a complex situation with a recent client project. I have made several attempts to address their concerns, but the situation remains the same.

I would appreciate any guidance you may have on how to handle this issue effectively. I am available for a quick discussion.

Thank you for your support.

Sincerely,

Rudra Tavethiya

5. Resignation Email

From : [rudratavethiya2004@gmail.com](mailto:rudratavethiya2004@gmail.com)

To : [xyz@gmail.com](mailto:xyz@gmail.com)

Subject : resignation for personal reason

Dear boss,

I hope you are doing well. I am writing to inform you of my decision to resign from my position as backend developer at tops technologies.

This was not an easy decision, but due to personal reasons, I have to step away from my role at this time. I have gained great experiences while working here.

Thank you for your understanding.

Sincerely,

Rudra Tavethiya