

## **Module 1: Effective Communication**

### **1. Thanks You Email:-**

**To. nikhilsolanki123@gmail.com**

**Subject: Thank you for your time - Karan Solanki**

Dear Nikhil Solanki,

Thank you for taking the time to interview me for the web designer position at Lityva on 10-10-2024. I was very impressed by your company's commitment to innovation and team-oriented culture.

I was particularly interested in web designing. I believe my HTML, CSS and Wordpress would be a valuable asset to your team.

Thank you again for considering me for this position. I have attached my resume for your reference. I look forward to hearing from you soon.

Best regards,

Karan Solanki

+91 9876543210

**2. Reminder Email:-**

**To. nikhilsolanki123@gmail.com**

**Subject: Reminder for Office Meeting**

Dear Nikhil Solanki,

This is a friendly reminder that we will be having our regular office meeting tomorrow at 10:30 in the meeting room. Please be sure to arrive on time and bring your laptop or tablet.

If you have any questions or concerns, please do not hesitate to contact me.

Thank you for your attention.

Best regards,

Karan Solanki

**3. Status Update Email:-**

**To. nikhilsolanki123@gmail.com**

**Subject: Status update on Lityva website development**

Dear Nikhil Solanki,

I hope this email finds you well.

I am writing to request a status update on the development of the Lityva website. I would like to know the current progress, any potential challenges or roadblocks, and the estimated completion date.

Your timely response would be greatly appreciated.

Thank you,

Karan Solanki

Project manager

#### **4. Request for Salary Increase Email :-**

**To. nikhilsolanki123@gmail.com**

**Subject: Request for salary increase**

Dear Nikhil Solanki,

I am writing to formally request a salary increase. I have been working at Lityva for 5 years, and I believe my contributions to the team and the company have been significant.

I am confident that my skills, experience, and dedication to my role make me a valuable asset to the company. I believe that a salary increase would be a fair recognition of my contributions and would help me continue to grow and excel in my position.

Thank you for your time and consideration. I would be happy to discuss this request further at your earliest convenience.

Best regards,

Karan Solanki

Web designer

**5. Resignation Email :-**

**To. nikhilsolanki123@gmail.com**

**Subject: Resignation from web designer**

Dear Nikhil Solanki,

Please accept this as a notification of my resignation from my position as web designer at Lityva, effective 25-10-2024.

I have greatly valued my time at Lityva and have learned a great deal. I am grateful for the opportunities and experiences I have had during my tenure.

I wish the company continued success.

Thank you for your understanding.

Best regards,

Karan Solanki

+91 9876543210