

Assignment

Module 1: Effective Communication

1. Thank You Email

Subject: Thank You for the Opportunity

Dear Sir/mam,

I hope this message finds you well. I wanted to extend my sincere gratitude for the opportunity to interview for the Frontend Developer position at TOPS Technologies.

It was a pleasure speaking with you and learning more about the exciting work being done by your team. I truly appreciate the time you took to share insights about the role and company culture.

Thank you once again for your consideration. I look forward to the possibility of contributing to your organization.

Warm regards,

Sanjay Gelot

sanjumali1328@gmail.com

2. Letter of Apology

Subject: Sincere Apology for Missing the Meeting

Dear Sir/mam,

I am writing to sincerely apologize for missing the meeting scheduled on 10-05-2025 at 14:30. I regret any inconvenience this may have caused.

Due to an unexpected personal emergency, I was unable to attend and failed to inform you in advance. I take full responsibility and assure you it won't happen again.

Please let me know if we could reschedule or if there's anything I can do to make up for the missed discussion.

Kind regards,

Sanjay Gelot

sanjumali1328@gmail.com

3. Email Asking for a Status Update

Subject: Request for Update on Website UI Enhancement Project

Dear sir/mam,

I hope you're doing well. I am writing to follow up on the Website Router Enhancement Project I submitted on 10-05-2025.

Could you please provide an update on its current status? I would appreciate any information you can share regarding the progress or expected timeline.

Thank you in advance for your support.

Best regards,

Sanjay Gelot

sanjumali1328@gmail.com

4. Resignation Email

Subject: Resignation Effective 15-05-2025

Dear sir/mam,

I am writing to formally resign from my position as Frontend Developer at TOPS Technologies, resignation effective 15-05-2025

This decision was not easy, but after careful consideration, I believe it is the right step for my personal and professional growth. I am truly grateful for the opportunities, guidance, and experiences I've gained during my time here.

I am committed to ensuring a smooth transition and will do everything I can to assist in handing over my responsibilities.

Thank you once again for your support.

Sincerely,

Sanjay Gelot

sanjumali1328@gmail.com

5. Introduction Email to Client

Subject: Introduction – Sanjay Gelot from TOPS Technologies

Dear sir/mam,

I hope you are well. My name is Sanjay Gelot, and I am the new Frontend Developer at TOPS Technologies. I will be your point of contact moving forward regarding your website and front-end requirements.

I'm excited to collaborate with you and support your goals. Please feel free to reach out to me at any time. Looking forward to a productive partnership.

Best regards,

Sanjay Gelot

sanjumali1328@gmail.com