**Module 1:-Effective Communication**

**Email writing**

1. **Topic:** **Asking for a Raise in Salary**

**Subject:** Discussion on Role Growth and Compensation

**Dear XYZ sir,**

I hope this email finds you in good health and high spirits. I hope you are having a wonderful day. Your mentorship and guidance have significantly contributed to my professional development, and I am genuinely grateful for the trust you have placed in me to take on challenging projects.

As my role has evolved over time, I have embraced the increased responsibilities and have continued to deliver consistent and high-quality work. I have successfully [mention key accomplishments, e.g., “completed critical project deadlines ahead of schedule, implemented process improvements that enhanced team efficiency, and contributed to training new team members”]

Given these contributions and the additional responsibilities I’ve undertaken, I believe it’s appropriate to review my salary to better reflect the value I bring to the company. I am confident that a salary adjustment would not only demonstrate the company’s appreciation for my work but also motivate me to continue delivering exceptional results.

I am committed to furthering our shared goals and taking on new challenges that will drive success for the team. I would appreciate the opportunity to discuss this with you at a convenient time. Thank you for considering my proposal, and I look forward to your feedback.

**Kind regards,**

**Chauhan Saurav Singh**

**2)Topic: Thank you Email**

**Subject:** Thank You So Much for the Best Birthday Gift!

Dear XYZ,

I want to express my heartfelt gratitude for the amazing birthday gift you gave me. Receiving a high-specification PC was truly unexpected, and I couldn't be happier! It’s by far the best gift I’ve ever received. Thank you so much for the incredible birthday gift!

I’m blown away by your generosity. I’ve been looking forward to upgrading for so long, and now I have everything I need to pursue my passions. I’m deeply grateful for this thoughtful gift—it means a lot. I truly appreciate your kindness and thoughtfulness.

Thank you from the bottom of my heart!

**Cheers,**  
**Chauhan Saurav Singh**

**3) Topic: Resignation letter**

**Subject:** Resignation from frontend developer

Dear Manager’s Sir,

I hope this email finds you well. I am writing to formally resign from my position at XYZ Company, effective last working day, typically two weeks from the date.

Over the past year, I’ve had the privilege of working with such an incredible team, learning immensely, and growing as a professional. I am deeply grateful for the trust, guidance, and opportunities you have provided me, which have shaped me in profound ways. The experience I’ve gained here will undoubtedly be the foundation of my future success.

After careful consideration, I have decided to pursue an opportunity that offers a new challenge and growth path. While the increased compensation played a part in my decision, it was primarily driven by my desire to further expand my skill set and explore new learning opportunities in a different field. Please know that this decision was not made lightly, as my time at [Company Name] has been truly rewarding.

I want to sincerely thank you for your mentorship and leadership, and I look forward to staying in touch. I will do everything I can to ensure a smooth transition in the coming weeks.

**With heartfelt gratitude,**

**Chauhan Saurav Singh**

**4) Topic: Email to Your Boss About a Problem**

**Subject: Leave Request Due to Flooding and Transportation Issues**

**Dear XYZ sir,**

I hope this email finds you well. I’m writing to inform you that due to the severe weather conditions in my town, the area has been flooded, and public transport is currently unavailable. The heavy rainfall has made commuting impossible, and safety is a concern at the moment.

Considering the circumstances, I kindly request a leave of absence until the situation improves. I will be available remotely for urgent tasks if needed.

Thank you for your understanding.

Best regards,

Chauhan Saurav Singh

**4) Topic: Quotation Email**

**Subject: PC Build Quotation for Your High-Spec Requirements**

Dear XYZ sir,

I hope you're doing well! Thank you for considering me for your high-spec PC build. Below is a detailed quotation based on your requirements:

**PC Build Specifications:**

* **Processor:** Intel Core i9-12900K
* **Graphics Card:** NVIDIA RTX 3080 Ti
* **RAM:** 32GB DDR4 3200MHz
* **Storage:** 1TB NVMe SSD + 2TB HDD
* **Motherboard:** ASUS ROG Strix Z690
* **Power Supply:** 850W 80+ Gold Certified
* **Cooling System:** Corsair Liquid Cooler
* **Case:** NZXT H510 Elite

**Estimated Total Cost:** xxxxxxx RS (Includes assembly and testing)

If you’d like to discuss any adjustments or upgrades, please feel free to reach out. I’m committed to providing you with the best performance and reliability for your setup!

Looking forward to working together!

**Best regards,  
Chauhan Saurav Singh**

**( PC Build Specialist**  
 **XYZ gaming**  
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