

Module 1: Effective Communication

1. Thank you Email

Subject: Thank You for Approving My Leave

Dear Mr. Rakesh Mehta,

I hope you are doing well. I would like to sincerely thank you for approving my leave request from 10th May to 14th May 2025. I truly appreciate your support and understanding.

I will ensure all my responsibilities are managed properly before my time off. Please feel free to reach out if anything is needed.

Thank you once again.

Best regards,
Shrikishan Swami

2. Letter of Apology

Subject: Apology for Delay in Report Submission

Dear Mr. Rakesh Mehta,

I sincerely apologize for the delay in submitting the weekly report yesterday. I understand the importance of timely updates and regret any inconvenience caused.

I assure you it won't happen again and will be more careful moving forward.

Thank you for your understanding.

Best regards,
Shrikishan Swami

3. Email of Inquiry for Requesting Information

Subject: Request for Order Details

Dear Mr. Rahul Sharma,

I hope you are doing well. I am writing to request a few details regarding your recent order inquiry with us for customized cotton sarees.

To proceed further, could you please confirm the following:

- Quantity required
- Preferred color and design
- Delivery address

Your quick response will help us process your request smoothly.

Thank you for your cooperation.

Best regards,
Shrikishan Swami
SK Industries

4. Asking for a Raise in Salary

Subject: Request for Salary Review

Dear Mr. Rakesh Mehta,

I hope you are doing well. I am writing to kindly request a review of my current salary based on my contributions and responsibilities over the past few months.

I have consistently met deadlines, taken on additional tasks, and worked towards team goals with dedication. I would be grateful if you could consider a raise in recognition of my efforts.

Thank you for your time and support.

Best regards,
Shrikishan Swami

5. Resignation Email

Subject: Resignation from Network and System Engineer Position

Dear Mr. Rakesh Mehta,

I hope you are doing well. I am writing to formally resign from my position as Network and System Engineer at SK Industries, with my last working day being 15th May 2025.

I am grateful for the opportunities I've had here and will ensure a smooth transition of my responsibilities.

Thank you for your understanding.

Best regards,
Shrikishan Swami