**Module 1: Effective Communication  
Task: Professional Emails**

### **1. Thank You Email**

**Subject:** Thank You for Your Support and Guidance

Dear Urvashi,

I hope this email finds you well. I am writing to express my heartfelt gratitude for your support and guidance during my projects. Your insights and encouragement have been instrumental in achieving results.

I genuinely appreciate the time and effort you dedicated to assisting me. Please let me know if there is any way I can return the favor.

Thank you once again for your invaluable assistance.

Warm regards,  
Aryan Kotak,  
Business Development Manager  
+91 9574524258

### **2. Reminder Email**

**Subject:** Friendly Reminder: To Complete the Web UI/UX Designing Task

Dear Mahek,

I hope this email finds you well. I wanted to kindly remind you of Web UI/UX Designing Task scheduled for 21/01/2025.

Please let me know if you require any assistance or additional information to complete this. I appreciate your attention to this matter and look forward to your response.

Thank you for your cooperation.

Best regards,  
Aryan Kotak,  
Business Development Manager  
+91 9574524258

### **3. Email of Inquiry for Requesting Information**

**Subject:** Inquiry Regarding Our Future Collaboration

Dear Meghali,

I hope this message finds you well. I am reaching out to inquire about Future Collaboration Regarding the Social Media Project. Could you kindly provide me with Specific details So that We can start working on your project ?

Your assistance would be greatly appreciated, and I am happy to provide any further details if needed. Please let me know if there is a convenient time for us to discuss this further.

Sincerely,  
Aryan Kotak,  
Business Development Manager  
+91 9574524258  
  
  
**4. Asking for a Raise in Salary**

**Subject:** Request for Salary Adjustment Discussion

Dear Shivani,

I am writing to request a discussion regarding a potential adjustment to my current salary, reflecting my contributions and responsibilities within Business Development Manager.

Over the past 5 Years, I have achieved 5000 to 7000 USD Sales every month, which I believe have added significant value to the team and company. I would appreciate the opportunity to discuss how my compensation can align with my performance and industry standards.

Thank you for considering my request. I am available at your earliest convenience to discuss this further.

Best regards,  
Aryan Kotak,  
Business Development Manager  
+91 9574524258  
  
**7. Resignation Email**

**Subject:** Formal Resignation from Business Development Manager

Dear Vanshika,

I am writing to formally resign from my position as Business Development Manager at Web X Solution, effective 01/04/2025. This decision was not made lightly, and I am grateful for the opportunities for growth and learning during my tenure here.

I am committed to ensuring a smooth transition and will gladly assist in training my successor or completing outstanding tasks. Please let me know how I can best support this process.

Thank you for your guidance and support throughout my time at Web X Solution. I look forward to staying in touch and wish the company continued success.

Sincerely,  
Aryan Kotak,  
+91 9574524258