

# **Module 1 – Effective Communication**

## **1. Thank You Email**

From: abs@gmail.com

To: xyz@gmai.com

Subject: Thank You for the Promotion Opportunity

Dear Mr. Arvind sir,

I hope this message finds you well. I am writing to express my sincere gratitude for the recent promotion to Manager post. I am truly honored by this opportunity and excited to take on the new challenges and responsibilities.

I deeply appreciate your confidence in my abilities, and I am eager to continue contributing to the success of Palsa design studio in this new role. I look forward to working closely with the team and achieving our shared goals.

Thank you again for this incredible opportunity. Please do not hesitate to let me know if there is anything further I can do to support the company's vision.

Best regards,  
Valancy Christy

## **2. Introduction Email to Client**

From: abs@gmail.com

To: xyz@gmai.com

Subject: Introduction and Partnership Opportunity

Dear Mrs. Shah,

I hope you are doing well.

My name is Valancy, and I am a Manager at Palsa Design Studio. I wanted to take a moment to introduce myself and explore potential collaboration opportunities between our organizations.

At Palsa Design Studio, we specialize in packaging design and are confident that our expertise can add value to your business. We would love the opportunity to discuss how we can support your goals and help address any design challenges you may be facing.

Please let me know a convenient time for a brief call or meeting at your earliest convenience. I look forward to the possibility of working together.

Best regards,  
Valancy Christy

### 3. Asking for a Raise in Salary

From: abs@gmail.com

To: xyz@gmai.com

Subject: Request for Salary Review

Dear Mr. Shah,

I hope you are doing well.

I am writing to formally request a review of my current salary. Over the past 6 month, I have consistently strived to contribute to the success of our team and the organization, and consistently meeting or exceeding performance expectations.

Given my continued growth in the role and the increased responsibilities I have taken on, I believe a salary adjustment would be a fair reflection of my contributions and the value I bring to the team.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Thank you for considering my request.

Best regards,  
Valancy Christy

### 4. Letter of Apology

From: abs@gmail.com

To: xyz@gmai.com

Subject: Apology for Leave and Assurance of Commitment

Dear Mr. Shah,

I hope this email finds you well. I sincerely apologize for my recent leave on 2nd feb to 14th feb , which may have caused any inconvenience to you and the team. Unfortunately, i'm going to my cousins marriage, and I regret any disruption it may have caused. I assure you that I am fully committed to making up for any pending work and ensuring a smooth workflow moving forward. Please let me know if there is anything specific that requires my immediate attention.

Thank you for your understanding. I appreciate your support and will take necessary steps to avoid such occurrences in the future.

Best regards,  
Valancy Christy

## 5. Resignation Email

From: abs@gmail.com

To: xyz@gmai.com

Subject: Resignation Notice – Valancy Christy

Dear Mr. Shah,

I hope this email finds you well. I am writing to formally resign from my position as Manager at Palsa Designe Studio, effective Last Working Day, typically two weeks from the date of the email.

This was not an easy decision to make, and I am truly grateful for the opportunities I have had while working with Palsa Designe Studio. I have learned a great deal and have greatly enjoyed working with such a talented team.

Please let me know how I can assist during the transition period. I am happy to help ensure a smooth handover of my responsibilities.

Thank you again for the support and guidance during my time at Palsa Designe Studio. I wish you and the team continued success in the future.

Best regards,  
Valancy Christy