**Module 1: Effective Communication**

**Thank you for the Opportunity**

**Subject:Thank you for giving me this opportunity**

Dear Mrs. Twinkal Mawani,

I hope you are having a great day! I am writing to express thanks for the opportunity to interview for the position of Manager.

It was my pleasure to share my goals and skills to discuss with you. Please let me know if there is anything else you need from me. I am excited about the chance of contributing to company and grow. I really appreciate your time and support.

Thanks again for this opportunity and looking forward to hearing from you.

Regards,

Vanita Oza

**Letter of Apology**

**Subject:Apology for my Project Delay**

Dear Ms. Elina Oza,

I hope you are doing well!

I am writing sincerely apologize for delay in submitting my project. I had difficulty to resolve certain issues in project work. Because of this, I was not able to submit project on time. I understand this may cause an impact on our image and I am truly sorry for this inconvenience.

Please let me know if there is anything I can do to make things right.

Thank you for your understanding.

Regards,

Vanita Oza

**Asking for Status Update**

**Subject: Asking for Status Update**

Dear Mrs. Priyanka Patel,

I hope all is going well on your end. I am writing to kindly request an update regarding specific task and any progress or additional information.

I understand you may have a busy schedule, but I wanted to check if there are any updates or next steps I should be aware of. Please let me know if there is any additional information or assistance you need from my side to move things forward.

Thanking for your time and support.

Regards,

Vanita Oza

**Asking for a raise in Salary**

**Subject: Request for Salary Increase**

Dear Mr. Pushpak Oza,

I hope you are having a great day!

I wanted to request a time to meet and discuss my current salary. Over the past 2 years, I have taken more responsibility and achievements and I believe my contribution have added significant value to the team as well as company point of view.

I would appreciate the opportunity to talk about how my compensation can better reflect the work I am doing.

Please let me know a convenient time for you to have this conversation.

Thank you for your time and consideration.

Regards,

Vanita Oza

**Resignation email**

**Subject: Resignation from current postition**

Dear Mrs. Kiran Patel,

I hope you are having a great day! I am writing to formally resign from my current position as Manager at Zydus Pharmaceutical Ltd, effective as next 1 month as my last working day.

This decision was not easy but I believe it is the right step for my personal and professional growth. I am deeply grateful for the support, guidance and opportunities I have received during my time here. I hope to stay in touch and wish the team continued success.

Thank you once again for everything.

Regards,

Vanita Oza