

ASSIGNMENT – EFFECTIVE COMMUNICATION

2. Letter of Apology

Subject: Apologies for arriving late

Dear Sir,

I am writing to sincerely apologize for arriving late. I understand that this may have caused inconvenience, and I deeply regret any trouble it may have brought to you.

Please be assured that I am taking the necessary steps to prevent this from happening again in the future. If there's anything I can do to rectify the situation, please let me know.

Thank you for your patience and understanding. I appreciate your continued support.

regards,

- Yash Mordhara

- Data Analyst

04. Reminder Email

Subject: Reminder- Submission Deadline Approaching

Dear Sir,

I hope this message finds you well. I wanted to kindly remind you that the deadline for submitting new campaign insights and data is required to submit on 12/10/2024.

If you have any question or require assistance regarding anything, please do not hesitate to reach out. I appreciate your attention to this subject and looking forward to receiving your submission.

regards,

- Yash Mordhara

- Data Analyst

5. Email of Inquiry for Requesting Information

Subject: Inquiry Regarding Data Science

Dear Sir,

I hope this email finds you well. I am reaching out to request information about Data Science. Could you please provide me with the necessary details, including specific requirements like availability, process?

I would appreciate it if you could share the relevant information at your earliest convenience. Please let me know if you need any further details from my end.

Looking forward to your response.

regards,

- Yash Mordhara

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7. Asking for a Raise in Salary

Subject: Request for Salary Review

Dear Sir,

I hope you are doing well. I would like to request a meeting to discuss the possibility of a salary review based on my performance and contributions to Dafodils. I have taken on additional responsibilities, successfully Projects, and contributed significantly to the company's goals.

I would appreciate the opportunity to discuss my compensation and explore how it aligns with my contributions. Please let me know a convenient time for us to meet.

Thank you for your time and consideration. I look forward to your feedback.

regards,

- Yash Mordhara

- Data Analyst

9. Resignation Email

Subject: Resignation Notice

Dear Sir,

I hope this email finds you well. I am writing to formally resign from my position as Data analyst at Dafodils.

This decision was not an easy one, as I have greatly valued my time at Dafodils. I appreciate the support, opportunities, and experiences I have gained while working with you and the team. I will ensure a smooth transition and am happy to assist with the handover process.

Thank you once again for your guidance and support. I look forward to staying in touch, and I hope our paths cross again in the future.

regards,

- Yash Mordhara

- Data Analyst