

## **Module 1: Effective Communication**

### **Topic 1 – Thank you Email**

To : ketuchaudhary@gmail.com

From : aaaditya355@gmail.com

Subject: Thank you for teaching about business world

Respected Ma'am,

I am writing to express my sincere appreciation for your Teaching about the Business world . Your support has helped me to grow as a professional, learn new skills and gain confidence in my field. I am grateful for all the advice and guidance you have given me along the way.

I am looking forward to learning more with you in the future and advancing the vision of the Business world. I value this opportunity and will do my best in learning about the Business world.

Thank you again and I hope you have a great weekend.

Sincerely,

Aaditya Chauhan

## Topic 2 – Letter of Apology

To : ketuchaudhary@gmail.com

From : aaaditya355@gmail.com

Subject : Apologizing for delay in completing the task

Respected Ma'am,

I would like to sincerely apologize for not completing the task by the given deadline. Due to some health issues, I was unable to complete the task. I understand the importance of completing a task before the deadline. For that , I take full responsibility for the delay and truly regret it.

I am now feeling better and have started working on the task. I will ensure it is completed and submitted by July 06, 2025.

Thank you for your understanding.

Sincerely,

Aaditya Chauhan

### **Topic 3 – Resignation on Email**

To : ketuchaudhary@gmail.com

From : aaaditya355@gmail.com

Subject : Resignation Letter - Effective [August 25,2025]

Respected Sir,

I am writing this letter to inform you that I am resigning from the position of Digital Marketing Manager at Shiv Krupa Tours, effective [August 25,2025]. After careful consideration, I have decided to pursue new opportunities, and I am excited to focus on personal growth.

During my time at Shiv Krupa Tours, I have valued the professional growth and experiences I have gained. I am committed to ensuring a smooth transition and will assist in the handover process during my notice period. Please let me know how I can help to ensure a seamless transition.

Thank you for your guidance and support throughout my time here. I appreciate the opportunities provided to me and hope to stay in touch.

Sincerely,

Aaditya Chauhan

## **Topic 4 – Email of Inquiry for Requesting Information**

To : ketuchaudhary@gmail.com

From : aaaditya355@gmail.com

Subject : Inquiry for Requesting Information Regarding Internship

Respected Ma'am,

I would like to inquire about available internship opportunities in your company.

As a final-year student of Digital Marketing, I am looking for a platform where I can apply my skills and gain practical experience. I would be grateful if you could share details regarding the application process, eligibility criteria.

Looking forward to your response.

Sincerely,

Aaditya Chauhan

## **Topic 5 – Quotation Email**

To : ketuchaudhary@gmail.com

From : aaaditya355@gmail.com

Subject : Quotation for Your Requested IT Support Services

Dear Ma'am,

Thank you for your interest in our IT support services. Attached is the quote you requested, including all details and terms. We believe our offering aligns well with your requirements.

Looking forward to hearing from you.

Best regards,

Aaditya Chauhan