

Module 1: Effective Communication

1. Thank you Email

Subject: Thank You for Your Support

Dear XYZ,

I sincerely appreciate your support and guidance regarding project. Your assistance has been invaluable.

Your insights and efforts made a significant impact on project, and I am grateful for your time and dedication. Working with you has been a great experience, and I have learned a lot.

Once again, thank you! I look forward to future collaborations.

Best regards,
Aarti Pareek

2. Reminder Email

Subject: Reminder: Project Submission Deadline on March 15

Dear Team,

I hope you are doing well. This is a friendly reminder that the final submission for our project is due on **March 15, 2025**.

Please ensure that all reports are finalized and submitted before the deadline. If you have any questions or need any clarifications, feel free to reach out.

Looking forward to your confirmation. Let me know if there are any concerns.

Best regards,
Aarti Pareek

3. Email of Inquiry for Requesting Information

Subject: Inquiry About Web Hosting Plans

Dear Support Team,

I hope you are doing well. I am reaching out to request details about your web hosting plans for business websites.

Could you provide information on **pricing, storage capacity, bandwidth limits, and available security features**? If there are any brochures or documents available, I would appreciate it if you could share them.

Looking forward to your response. Thank you in advance for your help.

Best regards,
Aarti Pareek

4. Asking for a Raise in Salary

Subject: Request for Salary Review

Dear XYZ,

I appreciate the opportunities and support I have received at **XYZ Company**. I would like to discuss the possibility of a salary review.

Over the past **two years**, I have taken on additional responsibilities, including **leading key projects, mentoring new team members, and improving efficiency in our workflows**. Given my contributions and dedication, I would like to request a salary increase. I am happy to discuss this in detail at your convenience.

I appreciate your time and consideration. Looking forward to your feedback.

Best regards,
Aarti Pareek

9. Resignation Email

Subject: Resignation Notice

Dear XYZ,

I am writing to formally resign from my position as **Software Developer** at **XYZ Company**, effective **March 30, 2025**.

This decision was not easy, as I have truly enjoyed working with the team and have learned a lot during my time here. However, after careful consideration, I have decided to move forward with new opportunities. I will ensure a smooth transition and complete any pending tasks before my departure.

Thank you for your support and guidance. I appreciate my time here and look forward to staying in touch.

Best regards,
Aarti Pareek