Module 1: Effective Communication

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone

* 1 THANK YOU EMAIL

Abdulrehman

Ahmedabad

Gujarat 380006

26th may, 2025

Dev /sm

Ahmedabad

Gujarat 380021

Subject**:** Thank You,

# • Dear Sir**,**

* I am writing to sincerely thank you for your time and support during our recent meeting, the opportunity you provided, your valuable guidance. Your help or support is truly appreciated, and I am grateful for your generosity and professionalism.
* It was an honor to speak with you, learn from your experience, work under your guidance, and I look forward to the opportunity to high position.
* Thank you once again for your time and consideration.

Your faithfully

Abdulrehman

9154856521

# 2 Reminder Email

Subject**:** Friendly Reminder

## Hey sam,

Just wanted to send you a quick reminder about the plan we made for this weekend, the document you were going to send, etc. No rush if you’re caught up with other things just thought I’d check in so it doesn’t slip through the cracks.

Let me know if you need anything from my side or if we should reschedule.

Talk soon!

Abdulrehman

# 3 Resignation Email

Subject: Resignation Letter

## Dear Sir,

I am writing to formally resign from my position at [Your company TATA] effective [Last Working Day, typically two weeks from the date of the email unless otherwise specified].

This decision was not an easy one, as I have genuinely appreciated the opportunity to work under your guidance and be part of such a dedicated team. I am truly grateful for the support, encouragement, and valuable experience I have gained during my time here.

Please let me know how I can help to ensure a smooth transition. I am committed to completing any pending tasks and handing over my responsibilities properly.

Thank you once again for the opportunity and trust you have placed in me. I look forward to staying in touch and wish you and the team continued success.

Warm regards,

Abdulrehman

SM

9156487212

# 4. Introduction Email to Client

Subject: Introduction – Rehman from SS Company (Water Pump Solutions)

## Dear john,

My name is Rehman, and I am writing to introduce myself as your point of contact at **SS** Company, a trusted manufacturer of high-quality water pumps. We specialize in delivering durable, efficient, and cost-effective pumping solutions for a wide range of applications including agriculture, industrial use, domestic supply .

We’re excited about the opportunity to work with you and are confident that our products and service can meet your expectations and requirements. If you have any questions or would like more information about our products, pricing, or technical specifications, I’d be happy to assist.

Looking forward to a successful collaboration.

Warm regards,

Rehman

SS Company

mndxuh@gmail.com [9154255631] | WWW.waterpump.com

# 5 Asking for a Raise in Salary

Subject: Request for Salary Review

## Dear Raju / HR Department,

I hope this message finds you well.

I am writing to formally request a review of my current salary. Over the past I have worked diligently in my role as SM and have consistently contributed to the team by achievements, responsibilities you've taken on, or improvements you’ve made completing key projects, improving processes, supporting team growth, etc.

As my responsibilities have grown and I’ve continued to deliver value to the organization, I would appreciate the opportunity to discuss a potential adjustment to my compensation to better reflect my contributions and current market standards.

I am fully committed to the continued success of our team and would welcome the chance to speak with you further regarding this matter at a convenient time.

Thank you for your time and consideration.

Warm regards,

Rehman

SM

PL Department

9126248972