

# **ABHILASH DUBEY**

## **GRAPHIC AND UI UX DESIGN**

### **Module 1: Effective Communication**

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

- 1. Thank you Email**
- 2. Letter of Apology**
- 3. Asking for a Raise in Salary**
- 4. Email to Your Boss About a Problem (Requesting Help)**
- 5. Resignation Email**

➤ **Thank-You Email:**

To: [sagarpatel1@gmail.com](mailto:sagarpatel1@gmail.com)

CC: [sagarpatel2@gmail.com](mailto:sagarpatel2@gmail.com)

BCC: [sagarpatel3@gmail.com](mailto:sagarpatel3@gmail.com)

Subject: Thank you for your time

Dear **Sagar Patel**,

Thank you for taking the time to interview me for the UI UX designer position. I enjoyed learning more about the role and the team.

I was particularly interested in designing and sketching. I believe my skills and experience in adobe skill or experience] would be a valuable asset to your team.

Thank you again for your time and consideration. I look forward to hearing from you soon.

Sincerely,

**Abhilash Dubey**

**Mob- 9662633357**

➤ **Apology Email:**

To: [sagarpatel1@gmail.com](mailto:sagarpatel1@gmail.com)

CC: [sagarpatel2@gmail.com](mailto:sagarpatel2@gmail.com)

BCC: [sagarpatel3@gmail.com](mailto:sagarpatel3@gmail.com)

Subject: Apology for the miscommunication

Dear **Sagar Patel**,

I am writing to apologize for the recent miscommunication regarding salary increment. I understand that the way I speak to you led to confusion and misunderstanding.

I am committed to improving our communication and will take steps to avoid similar situations in the future.

Thank you for your understanding.

Sincerely,

**Abhilash Dubey**

**(UI UX Designer)**

**9662633357,**

**Rajkot- Gujarat**

➤ **Ask For A Raise in Salary Email:**

To: [sagarpatel1@gmail.com](mailto:sagarpatel1@gmail.com)

CC: [sagarpatel2@gmail.com](mailto:sagarpatel2@gmail.com)

BCC: [sagarpatel3@gmail.com](mailto:sagarpatel3@gmail.com)

Subject: Ask for a raise in salary

Dear **Sagar Patel**,

I'm writing to ask for a raise of my current salary. I've been working at Uniflex UI Design Group for 5 years, and during this time, I've consistently exceeded expectations in my role as Product Designer. I've taken on additional responsibilities, including create prototypes and wireframes, present design and have contributed a responsive designs to the users.

I believe my contributions have been valuable to the team and the company as a whole. I would be grateful for the opportunity to discuss my compensation and explore potential adjustments.

Thank you for your time and consideration.

Sincerely,

**Abhilash Dubey**

**(Product Designer)**

➤ **Email to Your Boss About a Problem (Requesting Help):**

To: [sagarpatel1@gmail.com](mailto:sagarpatel1@gmail.com)

CC: [sagarpatel2@gmail.com](mailto:sagarpatel2@gmail.com)

BCC: [sagarpatel3@gmail.com](mailto:sagarpatel3@gmail.com)

Subject: Guidance on project assign

Dear **Sagar Patel**,

I'm writing to inform you about a guide need to countered the task. This issue is impacting on graphics.

I've already tried every platforms to solve the this issues, but unfortunately, the problem persists. I believe that your expertise and guidance would be invaluable in resolving this issue.

I would be grateful if we could schedule a meeting to discuss this further. Please let me know if you're available on 25/11/24 at 10:30PM.

Thank you for your time and attention to this matter.

Sincerely,

**Abhilash Dubey**

**Product Designer**

**(9662633357)**

➤ **Resignation Email:**

To: [sagarpatel1@gmail.com](mailto:sagarpatel1@gmail.com)

CC: [sagarpatel2@gmail.com](mailto:sagarpatel2@gmail.com)

BCC: [sagarpatel3@gmail.com](mailto:sagarpatel3@gmail.com)

Subject: Resignation from position Product Designer

Dear **Sagar Patel**,

Please accept my resignation from my position as Product Designer at Uniflex UI Design Group, effective 22-11-2024.

I want to express my sincere gratitude for the opportunities and experiences I've gained during my time at Uniflex UI Design Group. I've learned a great deal and value the relationships I've built with my colleagues.

I have accepted a new position that aligns more closely with my career goals.

I am happy to assist in the transition process and ensure a smooth handover of my responsibilities. Please let me know if there's anything specific you'd like me to focus on during my remaining time here.

Thank you again for the opportunities. I wish Uniflex UI Design Group continued success.

Sincerely,

**Abhilash Dubey**

**(9662633357)**

