

Module 1: Effective Communication

1. Thank you Email

To: yuvrajdodiya1@gmail.com

Subject: Thank you for the help.

Dear Yuvraj Dodiya,

I wanted to say thank you for all your help and support, your advice has been very helpful and I am very thankful to you for investing your precious time on me I appreciate the time you have spent on me.

Your help and support means a lot, I am very grateful for the help and support you have provided to me on my career, thank you so much for having my back at my worst.

I am very grateful that I have a friend like you at my work place.

Thank you again for everything,

Best Regards,
Achal Chhag

2. Letter of Apology

To: vikasjoshi2@gmail.com

Subject: Apology for Missing today's meeting due to field work.

Respected sir,

I am writing this to apologize for my absence for today's meeting. As you know, I am currently out for our Ahmedabad project. Unfortunately, due to some circumstances, I was unable to attend the meeting.

I would be grateful for a summary of the today's meetings key points and any decisions that were made in this meeting. Please let me the time convenient for the follow up meeting.

Thank you for understanding.

Best Regards,
Achal Chhag

3.Reminder Email

To: mukeshraj@gmail.com

Subject: Reminder to complete Your Project.

Dear Mukesh,

This is a reminder to complete your project before this Friday. Please let me know if you have any question or need any support.

Thank you for your hard work on this project. I look forward to seeing the final product.

Best Regards,
Achal Chhag

4.Email of inquiry for Requesting Information

To: muskans4@gmail.com

Subject: Inquiry about the Full Stack Course.

Dear Mam,

I am writing to inquire about the Full Stack course. I am interested in the course I want to know some information.

I would grateful if you could provide me with some information regarding details of the course, fees structure, time line of course.

I hope you will get back with some information. Thank you for your time.

Best Regards,
Achal Chhag

5.Asking for a Raise in Salary

To: ajitseth1.tops@gamil.com

Subject: Requesting for the salary Increase.

Dear Sir,

I am writing this mail to formally request a salary increase, I have been working at Tops Technology for half a decade, I believe that my contribution to the team and the company have been significant.

I have attached my performance reviews from the past years for your reference. These reviews highlight my consistent performance and dedication to my role.

I believe that my current salary is no longer commensurate with my experience, responsibilities, and contributions to the company. I am confident that a salary increase would be fair.

Thank you for considering my request. I would be happy to discuss this further at your earliest convenience.

Best Regards,
Achal Chhag