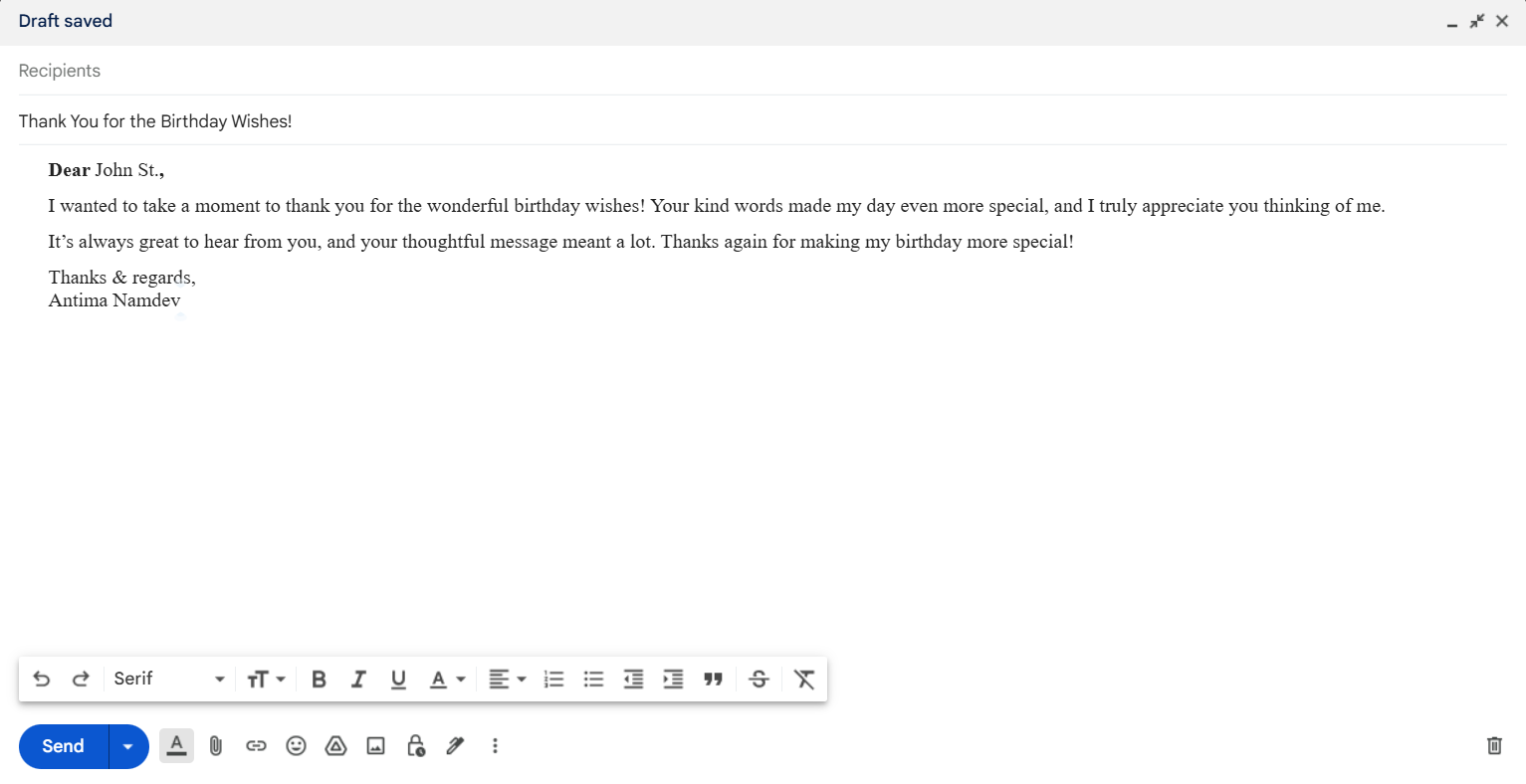
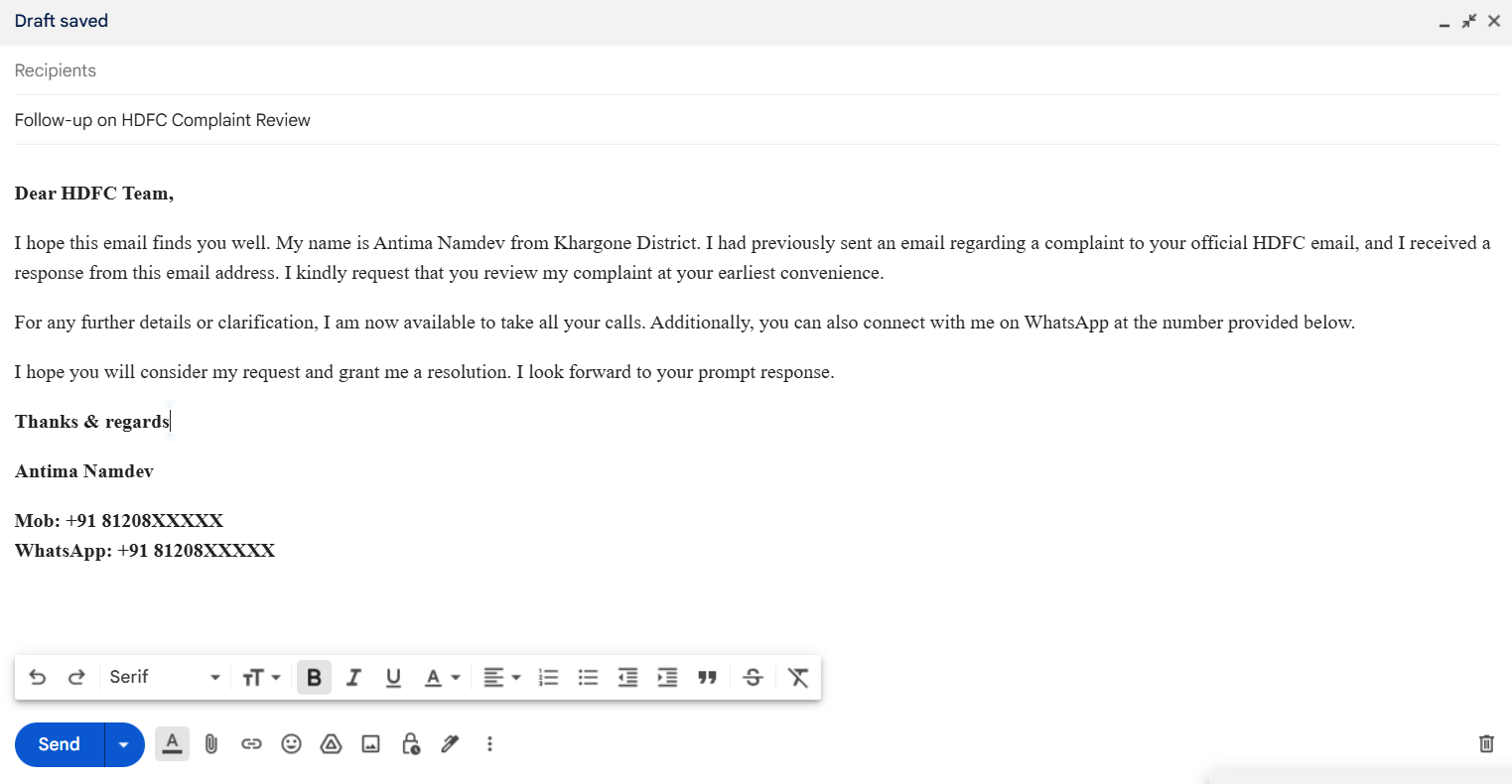
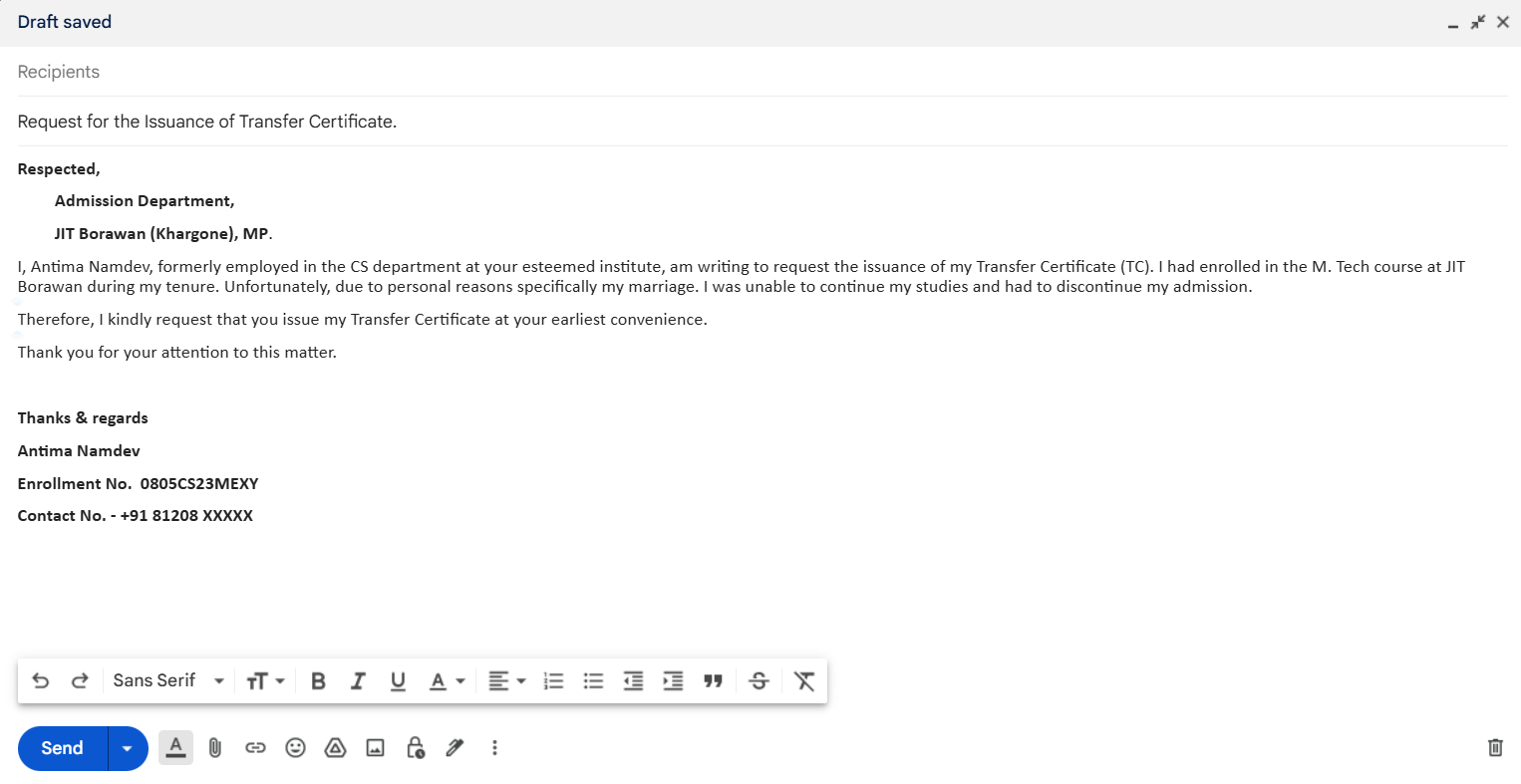
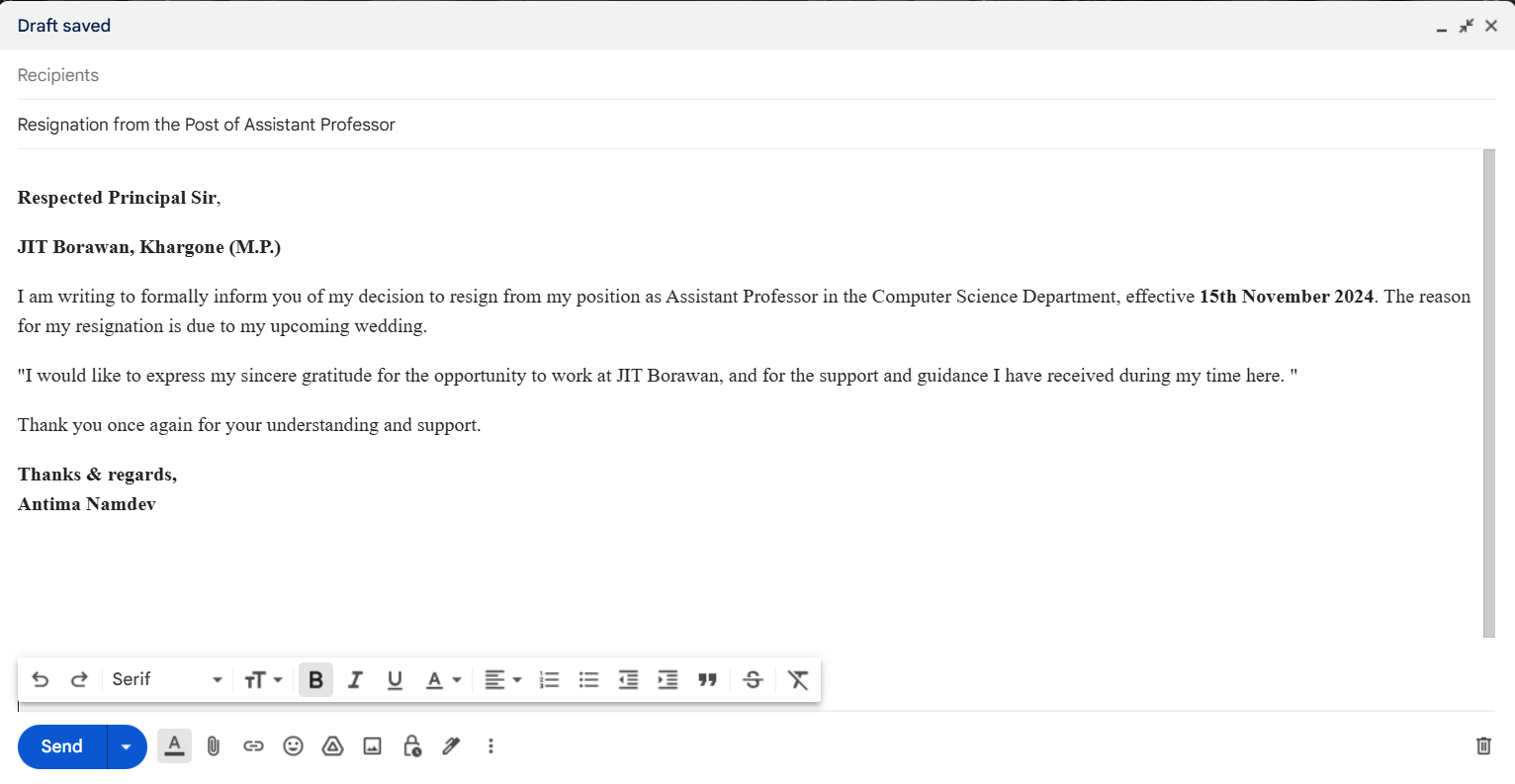
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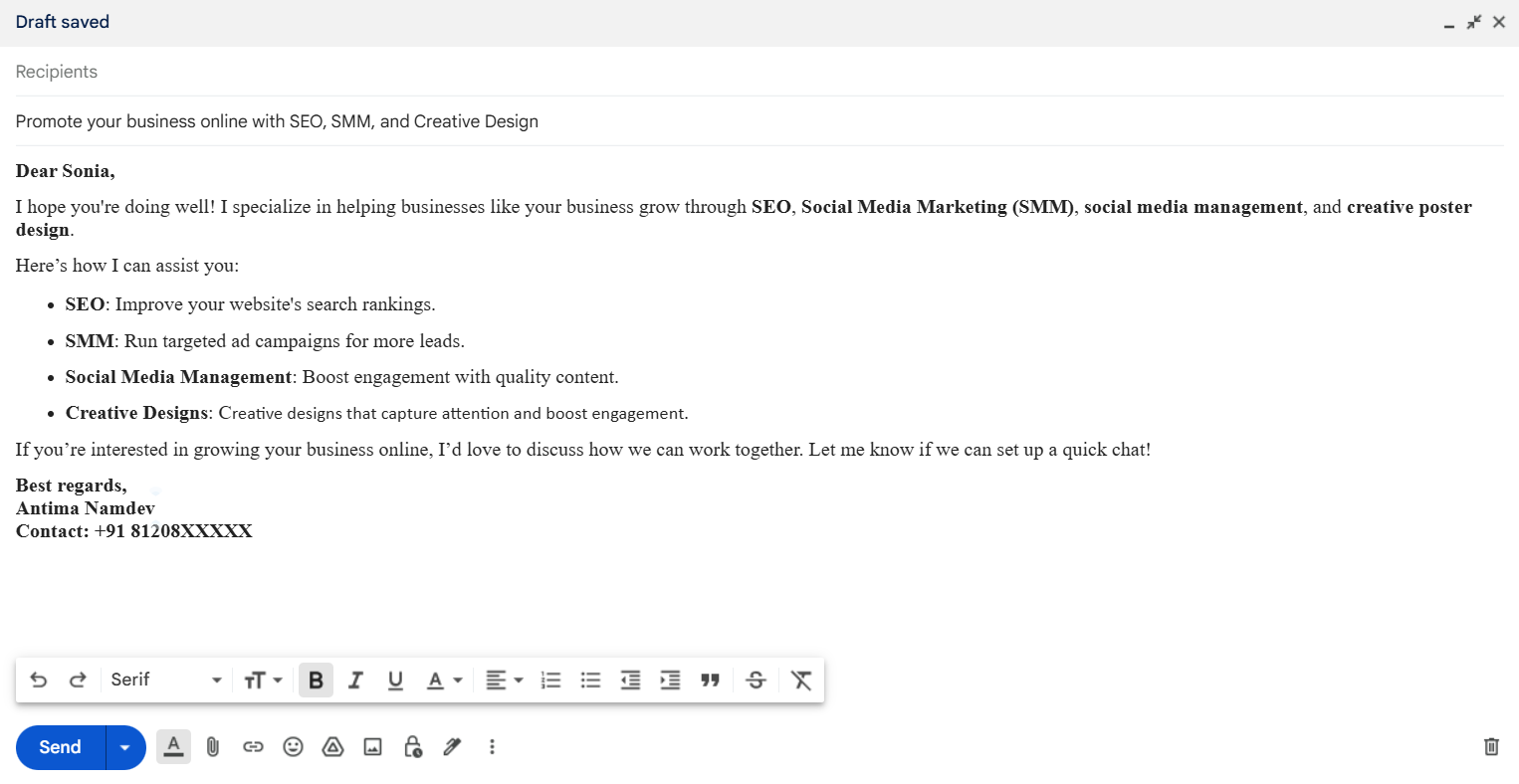
**Effective Communication Task:**

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

1. **Thank you Email**
2. **Reminder Email**
3. **Email of Inquiry for Requesting Information**

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1.  **Resignation Email**
2. **Introduction Email to Client**

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