

Module 1: Effective Communication

1. Thank you Email

To: archi67@gmail.com
From: archip9354@gmail.com
Subject: Thank You for Your Support
Dear Mem,

I just wanted to say thank you for all your support and guidance. I've learned so much from you, and your advice has really helped me.

I truly appreciate your time and effort. It means a lot to me.

Warm regards,
Archi Patel

2. Reminder Email

To: patel34@gmail.com
From: archip9354@gmail.com
Subject: Reminder – Upcoming Project Deadline

Dear Team,

I hope you're doing well.

I just wanted to send a quick reminder that the deadline for our project is coming up soon, and your part is an important piece of the overall progress. If you're able to wrap it up in the next few days, it would really help us stay on track.

Please let me know if you're facing any issues or if there's anything I can support you with. I truly appreciate your efforts and teamwork on this.

Thanks again, and looking forward to your update.

Best regards,
Archi Patel

3. Email Asking for a Status Update

To: apatel26@gmail.com

From: archip9354@gmail.com

Subject: Request for Status Update

Dear Sir,

I hope you're doing well.

I'm writing to kindly request an update on the status of my application for the Software Developer position and I remain very interested in the opportunity to join your team.

I understand that these processes can take time, but I would truly appreciate any information you could share regarding the current status.

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

Best regards,

Archi Patel

4. Asking for a Raise in Salary

To: apatel56@gmail.com

From: archip9354@gmail.com

Subject: Request for Salary Revision

Dear Sir,

I hope you are doing well.

I am writing to formally request a review of my current salary. Over the past year, I have consistently taken on additional responsibilities, successfully led key projects such as the Website Redesign Initiative and contributed to improving team productivity and client satisfaction.

Given my ongoing contributions, increased responsibilities, and the positive impact on our team's performance, I would sincerely appreciate it if you could consider a revision of my salary.

I remain fully committed to continuing my efforts and growing with the company. I would be grateful for the opportunity to discuss this matter with you at a convenient time.

Thank you for your time and understanding.

Sincerely,
Archi Patel

5. Resignation Email

To: patel58@gmail.com

From: archip9354@gmail.com

Subject: Notice of Resignation

Dear Sir,

I hope you're doing well. I am writing to let you know that I will be resigning from Web Developer position at Invision Company, and my last working day will be 10th September,2025.

I truly appreciate the opportunities and support I've received during my time here. It has been a valuable experience, and I've learned a lot.

Thank you once again.

Sincerely,
Archi Patel