**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**

Subject line: Thank you for promotion

Dear Sir,

I hope this message finds you well.

I would like to express my sincere gratitude for providing me with a bonus this month. I must say, it’s a happy surprise for me.

I feel motivated and appreciated for my dedication and efforts on the project were recognized. Thank you for the bonus right before the holiday. I shall put it to good use for the festivities.

I am grateful for this generosity. Thank you so much.

Sincerely,

Arjun Vegda

**2. Letter of Apology**

Sub: Apology letter

Dear Team Leader,

Please accept my sincere apology for sending wrong reports to the client. I understand this has caused a lot of inconvenience to the client and our company.

I cannot defend my actions, but I want to tell you that I am handling four projects simultaneously. I got confused and mistakenly sent the wrong reports. I am truly sorry for such a lousy mistake.

I want you to know that I have already apologized to the client personally and sent the correct reports. I have also arranged a meeting with the client to eliminate any chance of miscommunication about our reports.

Kindly suggest if any other remedial step should be taken from our end.

I understand your disappointment, and I am truly sorry. I can assure you that this mistake will never be repeated in the future.

Yours Sincerely,

Arjun Vegda

**3. Reminder Email**

Subject: Reminder for our call at 2 p.m. today

Dear Hiren,

I hope this email finds you well. I’d like to remind you about our status call this afternoon. I’m looking forward to discussing our progress on currently running project and hearing your feedback.

If you need to reschedule our call, please inform me a new date and time before 11 a.m.

Sincerely,

Arjun Vegda

**4. Asking for a Raise in Salary**

Subject: Asking for Salary Review

Dear manager,

I hope this email finds you well. I am writing to respectfully request a review of my current salary. My commitment and the results achieved reflect my dedication and value to the team.

Having been a dedicated member of the team for 2 years, I believe a discussion regarding my compensation would be appropriate at this juncture.

I look forward to the opportunity to discuss this matter further.

Sincerely,

Arjun vegda

**5. Resignation Email**

Subject: Resignation letter to HR

Dear HR,

I'm writing to formally resign from my React Developer position at WebMobTech PVT. LTD. I've enjoyed my time working here and learned a considerable amount. I have also developed lifelong friendships with many people who work here.

I have accepted a new role as MERN Stack Developer at Oracle. I would like to agree on a leaving date as soon as possible to let my new employer know.

I wish you well in the future. Once again, thank you for my time here.

Thanks,

Arjun Vegda