**Module 1: Effective Communication**

**1:Thank you Email**

**To: smith@gmail.com**

**Subject: Thank You**

**Dear Smith,**

**I sincerely appreciate your help. Your assistance has been invaluable, and I’m truly grateful for your time and effort.**

**Thank you once again! Looking forward to staying in touch.**

**Best regards,  
Avani**

**2: Email Asking for a Status Update**

**To: smith@gmail.com**

**Subject: Request for Status Update**

**Dear Smith,**

**I hope you're doing well. I wanted to follow up on pocket construction manager and check on its current status. Please let me know if there are any updates or if any further information is needed from my side.**

**Looking forward to your response.**

**Best regards,  
Avani**

**3: Asking for a Raise in Salary**

**To: hr@aasaan.co**

**Subject: Request for Salary Revision**

**Dear HR,**

**I hope you’re doing well. I would like to request a review of my current salary, considering my contributions and performance as a Software Tester at Aasaan Tech. Over the past 6 months, I have taken on key responsibilities and delivered impactful results.**

**I would appreciate the opportunity to discuss this further at your convenience. Please let me know a suitable time for a conversation.**

**Looking forward to your response.**

**Best regards,  
Avani**

**4: Resignation Email**

**To: hr@aasaan.co**

**Subject: Resignation Notice**

**Dear HR,**

**I hope you’re doing well. Please accept this email as my formal resignation from my position as Software Tester at Aasaan Tech, with my last working day being 20 May, 2025.**

**I am grateful for the opportunities and support I have received during my time here. I will ensure a smooth transition and assist in handing over my responsibilities.**

**Thank you for everything, and I hope to stay in touch.**

**Best regards,  
Avani**

**5: Introduction Email to Client**

**To: hr@aasaan.co**

**Subject: Introduction – Avani, Software Tester at Aasaan Tech**

**Dear Smith,**

**I hope you're doing well. My name is Avani, and I am a Software Tester at Aasaan Tech. I will be working on Pocket Construction Manager to ensure its quality, functionality, and smooth user experience.**

**Please feel free to reach out if you have any questions, concerns, or specific requirements regarding testing. I look forward to collaborating with you and ensuring a seamless product experience.**

**Best regards,  
Avani  
Aasaan Tech**