**Assignment 1**

**Module:1 Effective Communication**

1. **Thank you Email**

**From: axitprajapati@gmail.com**

**To: Radhe251@gmail.com**

**Subject: Thank you for Your Support**

**Dear Radhe,**

**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, thing 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,**

**Axit Prajapati**

1. **Resignation Email**

**From: axitprajapati@gmail.com**

**To: Radhe251@gmail.com**

**Subject: Resignation – Axit Prajapati**

**Dear Radhe Shah,**

**I am writing to formally resign from my position at Senior Developer,**

**Effective 15-2-2025.**

**I am grateful for the opportunities and support I’ve received during my time at Xpert Lab. It has been a pleasure to work with you and the team.**

**Please let me know if I can assist in making the transition smoother.**

**Thank you once again, and I wish the company continued success.**

**Sincerely,**

**Axit Prajapati**

1. **Email Asking for a Status update**

**From: Axitprajapati@gmail.com**

**To: Radhe251@gmail.com**

**Subject: Request for Status update**

**Dear Radhe,**

**I hope this email finds you well. I wanted to kindly check in and ask for an update on club management system web site.**

**Please let me know if there’s any additional information you need from my side to proceed.**

**Looking forward to your response.**

**Best regards,**

**Axit Prajapati**

**9081543674**

1. **Reminder Email**

**From: axitprajapati@gmail.com**

**To: Radhe251@gmail.com**

**Subject: Friendly Reminder: best hotel service**

**Dear Radhe,**

**I hope you are doing well. I just wanted to send a quick reminder about best hotel service.**

**Please let me know if you require any further information or assistance. I appreciate your attention to this matter and look forward to your confirmation.**

**Best regards,**

**Best hotel group**

**Hotelgroup551@gmail.com**

1. **Letter of Apology**

**From: axitprajapati@gmail.com**

**To: Radhe251@gmail.com**

**Subject: Sincere apologies for mistake and delay**

**Dear Radhe,**

**I hope you are doing well. I want to sincerely apologize for mistake, delay. I take full responsibility for the situation and deeply regret any inconvenience it may have caused you.**

**I truly appreciate your patience and understanding. If there is anything I can do to make amends, please let me know.**

**Best regards,**

**Axit Prajapati**