

Module-1 :- Effective Communication

⇒ 1: THANK YOU EMAIL :

To: mahendra24@gmail.com

From: ayush05@gmail.com

Subject: Thank you for your guidance.

Dear Sir,

I hope you are doing well. I am writing this email to giving you thank you for your guidance and support provided to me.

Your clear explanations and practical in class made the subject more easier to understand. I appreciated the studies and ideas which you had share to me are very helpful to clear my concepts easily.

Your support and guidance during my work or project was also invaluable. Your suggestions and feedback improved my work and confidence.

Thank you for your mentorship and dedication.

Yours faithfully,

AYUSH PUROHIT

⇒ 2: Asking for a Raise in Salary

TO: swet90@gmail.com

Subject: Asking for salary raise or review

Dear Manager,

I hope you are doing well. I just wanted to take a moment to share something with you. Over the last 1 year, I have really enjoyed working here and being part of team. Working here as a frontend developer has been great learning experience.

Over time, I have taken on more responsibilities. I have done my best to meet expectations and contribute positively to our projects.

I would like to kindly request a review or raise of my salary. I would appreciate it if we could discuss this whenever you free.

Best regards,

NEER PATEL

⇒ 3: Letter of Apology

To: tops00@gmail.com

Subject: Apology for project delay

Dear Sir,

I sincerely apologize for not being able to complete the project within the time line. I understand that this delay may have caused inconvenience and affected to you.

The delay was due to some unexpected technical issues in my laptop so, I cannot complete it by time. But now, I am working to ensure the project is completed as quickly as possible without wasting time.

Thank you for your patience and understanding.

Sincerely,

AYUSH PUROHIT

⇒ 4: Email to Your Boss About a Problem
(requesting help)

To: yash55@gmail.com

Subject: Requesting for help on technical issue

Dear Sir,

I hope you are doing well. I wanted to tell you about to give your attention to a challenge which I am currently facing of not completing my project due to lack of technical issue in server because of poor internet in company's Wi-Fi.

The speed has been low for the past few days, and it is making difficult to do task on time. I have tried to solve this but the issue is still not resolved.

I hope you take a better action. Thanks for your support and understanding.

Regards,

NIRAV PANCHAL

⇒ 5: Resignation email

To: adani99@gmail.com

Subject: Telling about Resignation

Dear Sir,

I am writing this email to tell you about the resignation from my post as “MANAGING DIRECTOR” at your company[TOPS].

I am grateful for the opportunities and experiences I have gained while working here, and I appreciate the support and guidance provided during my time.

Thank you to give the opportunity to be a part of Company. I look forward to staying in touch.

Yours faithfully,

MUKESH AMBANI

