

Module:1-Effective Communication

1:-Thank you Email

to: baroliyarahul7296@gmail.com

From: abc@gmail.com

cc: baroliyarahul7296@gmail.com

Subject: Thank you Email

Abc i want to say thank you for improving my typing speed in website designing,previously i am slowly in typing in my programing.

as i am improving my typing speed day by day with practising of my typing speed more and more when i am free in day.

Best Regards,

Rahul Baroliya.

2:-. Reminder Email

to: baroliyarahul7296@gmail.com

from: Topstech@gmail.com

cc: baroliyarahul7296@gmail.com

Subject: Reminder Email

Respected sir/ma'am

as i am missed my mock interview on 12/02/2022 so i am attending my mock interview on next week as i have another interview at same

day and same timing.

so i requested to you remind me to inform me on next mock interview when it is come so i can attend as fast as possible.

Best Regards,

Rahul Baroliya.

3:-Letter of apology

to: baroliyarahul7296@gmail.com

from: darshantrivedi@gmail.com

cc: baroliyarahul7296@gmail.com

Subject: Letter of apology

Respected sir/ma'am

as i have my important interview on 15/02/2024 so i am unable to attend soft skill lectures on that day.

i am get back-up of your lecture with my friend and i am practising of your missed lecture.

so i am writing this email for apology for not attending ss lecture and i am asking for leave my interview to you.

Best Regards,

Rahul Baroliya.

4:-Email Asking for a Status Update

to: baroliyarahul7296@gmail.com

from: einfochip@gmail.com

cc: baroliyarahul7296@gmail.com

Subject: Email Asking for a Status Update

Respected sir/ma'am

i am asking for my internship in your company with you in call earlier.

the inquiry call isn't sucessful with you ,so i am asking for my internship related details or details of coueses in your company.

so i am writing this email to you for status update of my internship in your company if possible.

Best Regards,

Rahul Baroliya

5.Resignation Email

to: baroliyarahul7296@gmail.com

from: Illuminati@gmail.com

cc: baroliyarahul7296@gmail.com

Subject: Resignation Email

Respected sir/ma'am

i am having my salary issue in your company with you earlier as i am travelling with far distance with day to day and it is more distance so

travelling cost is bigger.

so i am wrting this email for regisnation in job of your company.

hopefully we can understand it better later onwards and if possible then i am giving reference to my relative, as your company is good and company environment is good and doing job in your company is everyone's dream.

Best Regards,

Rahul Baroliya