

Assignment

Module 1

Effective Communication task

1. Thank you Email

To,
Manager,
Croma hardware company

Date: 28/08/2024

Subject : **Thank you for helping with the computer lab setup .**

Respected sir,

With due respect, my name is Bharat Damor, junior hardware engineer from the department of Hardware .

I am writing this to thank you for your support in the computer lab setup . From the time I have started this job, you have been very helpful and supportive and this gesture means a lot to me. I appreciated the time I spent working for you, on both the professional and personal front.

I highly appreciate all your efforts and I promise I will maintain my performance throughout my time in this company and will never let you down.

Your sincerely
Bharat Damor(junior hardware engineer)

2. Letter of Apology

To,
The manager,
Croma hardware company
Near mehsana circle ,beside child hospital,baroda 385045

Date: 28/08/2024

Subject : Apology letter for using facebook in the computer lab during working hours.

Respected sir,

Please accept my apologies for using facebook in the computer lab during working time and I am not admitting that time. My actions were a lapse of sincerity that was truly disrespectful,inappropriate, and unprofessional.

Please give me one last chance to accept my apology and I promise not to commit the same offence again or any other offence prohibited by the company. I look forward to working with you in a cordial and positive atmosphere again.

Your Sincerely,

Bharat Damor (junior hardware engineer)

3. Reminder Email

Hello Mr. Rathod (senior assistance)

I'm contacting you back regarding the upcoming event(**5th anniversary croma hardware company**).

I am excited to invite you to our 5th anniversary at The Croma hardware company . Your presence will be greatly appreciated , please confirm your attendance on the 30th sep 2024 at The Croma hardware company, Near Mehsana circle ,beside child hospital,baroda 385045.

I look forward to seeing you there to celebrate with us!

Your Sincerely

Bharat Dammor (junior hardware engineer)

4. Asking for a Raise in Salary

To,
The Manager,
Croma hardware company

Date : 29/9/2024

Subject : Requesting a salary Raise

Hello sir,

I would like to arrange a meeting to discuss my salary. I have been with the company for 5 years, and I feel that I am overdue for a raise .

In addition, I have taken on additional responsibilities since my last salary review, and I believe that my increased workload warrants more pay.

Can you please let me know when would be an ideal time to discuss this further ? I appreciate your time, and I look forward to hearing from you soon.

Your Sincerely,
Bharat Damor (junior hardware engineer)

5. Resignation Email

To,
The Manager,
The Croma hardware company

Date : 29/9/2024

Subject : I am resigning from my role as hardware engineer .

I regret to inform you that I am resigning from my role as junior hardware engineer at the company. My resignation will be effective from 30th sep 2024. Thank you for all the opportunities and experiences that I have gained while working here. I have truly enjoyed my time working at The Croma hardware company , but I feel that it is time for me to move on and explore other options.

If there is anything I can do to help before I leave, please let me know.

Best wishes,
Bharat Damor (junior hardware engineer)

