

Module 1: Effective Communication

1. Thank you Email

Subject: Thank you for your assistance

Dear Ma'am,

I hope this message finds you well.

I would like to express my sincere gratitude for your invaluable assistance regarding my career. Your guidance and efforts have been immensely helpful and I truly appreciate the time and consideration you have given me.

Thank you once again for your time towards me.

Yours faithfully,

Bhumi Jain

2. Letter of Apology

Subject: Apology for missing the Project Deadline

Dear Sir,

I hope this message finds you well.

I sincerely apologize for missing the deadline for Portfolio Website. I understand the impact has

caused to you and the team. The delay was due to medical emergency. I promise to complete the project as soon as possible without any compromise in quality.

Thank you for your patience and understanding. I make sure that this won't happen again.

Yours faithfully,

Bhumi Jain

3. Resignation Email

Subject: Resignation – Bhumi Jain

Dear Mr. Oberoi,

I hope this message finds you well.

I am writing to formally resign from my position as Senior Data Analyst at S&P Global, with my last working day being March 28,2025.

I am truly grateful for the opportunities and experiences I've had at S&P Global. Thank you for your support throughout my time here.

Wishing you and the team continued success.

Yours faithfully,

Bhumi Jain

4. Asking for a Raise in Salary

Subject: Request for Salary Raise

Dear Mr. Oberoi,

I hope this message finds you well.

I would like to request a discussion regarding a potential raise in my salary. Over the past year, I have taken additional responsibilities and consistently delivered results. I believe my contributions warrant consideration for a salary increase. I would appreciate the opportunity to discuss this further at your convenience.

Thank you for your time consideration.

Yours faithfully,

Bhumi Jain

5. Reminder Email

Subject: Gentle Reminder: Information Pending
from your End

Dear Ma'am,

I hope this message finds you well.

This is a gentle reminder that I am still awaiting for the required information from your end regarding the Client Report. I would greatly appreciate it if you could provide the details as soon as possible.

Thank you for your attention to this matter.

Yours faithfully,

Bhumi Jain