

# Module 1: Effective Communication

## 1. Thank you Email

**Subject:** Thank You for Your Support

Dear Disha ma'am,

I am writing to express my heartfelt gratitude for the valuable insights you provided during the "Campus to Corporate" session. Your advice on adjusting to the corporate environment, developing professional skills, and maintaining a positive mindset was incredibly enlightening.

The session gave me practical tools to better prepare for this significant career transition. Your real-world examples and tips have boosted my confidence, and I look forward to applying what I've learned as I embark on my professional journey.

Thank you once again for your time, effort, and mentorship. I truly appreciate the knowledge you've shared and the encouragement you've provided.

Sincerely,

Chetna bhalara

9510562019

[Chetnabhalara142@gamil.com](mailto:Chetnabhalara142@gamil.com)

## 2. Letter of Apology

**Subject:** Apology for Arriving Late to the Office

Dear Varsha shah,

I hope you are well. I am writing to sincerely apologize for arriving late to the office on today understand the importance of punctuality, and I regret any inconvenience my delay may have caused to the team and the workflow.

The reason for my delay was "a personal emergency," but I will ensure that such situations do not affect my work in the future. I am committed to improving my time management and being more mindful moving forward.

Thank you for your understanding. Please let me know if there are any tasks I need to prioritize today to make up for lost time.

Sincerely,

Chetna bhalara

9510562019

[Chetnabhalara142@gamil.com](mailto:Chetnabhalara142@gamil.com)

### 3. Email Asking for a Status Update

**Subject:** Follow-up on Job Application for web developer – Chetna

Dear goggle Manager's,

I hope this email finds you well. I wanted to follow up on my application for the position of web Developer at **goggle**, which I submitted on **15 oct**.

I remain enthusiastic about the opportunity to contribute to your team and would love to know if there are any updates regarding my application status. Please let me know if any additional information or documentation is needed from my side.

Thank you for your time and consideration. I look forward to hearing from you.

Best regards,

Chetna bhalara

9510562019

[Chetnabhalara142@gamil.com](mailto:Chetnabhalara142@gamil.com)

### 4. Asking for a Raise in Salary

**Subject:** Request for Salary Discussion – Chetna

Dear Purvi Parekh,

I hope you're doing well. I am writing to request a discussion regarding a possible adjustment to my current salary. Over the past I have taken on additional responsibilities and have consistently contributed to the success of our team and company.

Some of the key achievements I would like to highlight include:

- Food Restaurant And Animal Veterinary using HTML, CSS, Multiple Media query
- Dynamic Ecommerce website using Bootstrap, JavaScript, Local Storage Functionality

Given these contributions and the value I bring to my role, I believe it would be appropriate to revisit my compensation to reflect my efforts and performance. I remain committed to growing with the company and contributing to future successes.

Please let me know a convenient time when we could discuss this further. I look forward to your feedback.

Thank you for your time and consideration.

Best regards,  
Chetna Bhalara  
junior developer  
9510562019

[Chetnabhalara142@gamil.com](mailto:Chetnabhalara142@gamil.com)

## 5. Introduction Email to Client

**Subject:** Introduction and Overview of Cello Water Bottle Project

Dear Yogesh OZA ,

I hope this email finds you well. My name is **Chetna bhalara**, and I am excited to introduce myself as your primary contact for the **Cello Water Bottle** project. I look forward to collaborating with you to bring this innovative product to market.

### **Project Overview:**

- **Objective:** Our goal is to [ such as enhancing the design, improving functionality, or expanding market reach for the Cello water bottle].
- **My Role:** As the production manager I will be responsible for describe your key responsibilities, such as managing project deliverables, coordinating with teams, and ensuring effective communication.

I would love to schedule a meeting to discuss your vision, expectations, and any initial ideas you may have for the project. Please let me know your availability, and I will do my best to accommodate.

Thank you for this opportunity, and I am eager to work together to make the Cello water bottle project a **success**!

Best regards,  
Chetna Bhalara

9510562019

[Chetnabhalara142@gamil.com](mailto:Chetnabhalara142@gamil.com)

