

## Module 1: Effective Communication

### (1) Thank you Email

**Subject:** Thank you!

Dear, Harshbhai shukla

Thank you so much for meeting with me today. It was a pleasure speaking with you.

When I began this search, I had very little idea how to go about it. The information and advice you gave me its too much helping me to focus on my job search.

I'm truly excited to report that I have achieved a new position with cyber cell!  
Again thank you very much. I greatly appreciate your placability.

Sincerely,  
Jinal patel.

## (2) Reminder Email

Subject: Payment Reminder for invoice- (INV-003) Due (23/03/2025)

Dear, Raj Oberoi

This is friendly reminder that Invoice (INV-003), Dated (23/03/2025), for the Amount of 58000 is currently past due. We are a small business and rely on our customers to pay promptly.

Please review the attached invoice and submit payment as fast as convenience through the Bank.

If you have any questions regarding the invoice please contact us.

Sincerely,  
Rajnish Mehra

Company name - Neeraj Pharma  
Contact number - **94285 94872**

### (3) Resignation Email

Subject : Resignation Notice.

Dear, Deep sir

I hope you are doing well. I am writing to inform you that I will be leaving my current job role as accountant at Torrent pharma in the last 2 years. After much thought, I have decided to resign from my position at Torrent pharma to pursue my career goals with another firm.

I am grateful for the opportunities and experiences the company has given me throughout the years. I truly appreciate all the valuable skills that I have acquired during my time at Torrent pharma.

Thank you again for your support for the chance to be a team.

Sincerely,  
Arjun Kapoor.

#### (4) Asking for a Raise in Salary

Subject: increase my salary.

Dear, harsh sir

I hope everything is going well. I did like to have a conversation about my increment. I have been with the company for the last 2 years and during the period. I have grown in my role and taken on additional tasks.

There are too many responsibilities and workload is available in current time. I have taken on justify this request.

Please let me know if we can set up a time to talk about this. Thankyou for your understanding.

Best regards,  
Your employe  
(bunty)

## (5) Letter of Apology

Subject: Apology for work not completed on time.

Dear, karansir (HR)

I hope this message finds you well. I am writing to express my sincerest apologies for Since you could not complete the given task on time. It was never my intention to cause any inconvenience or hurt.

I understand the impact of my actions and I take full responsibility. Please know that I value our relationship and I am committed to making things right.

If you are open to it, I would appreciate the opportunity to discuss this further and see how I can rectify the situation.

Thank you for your understanding and patience.

Best regards,

Faruk

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