

This is to certify that

Priya Gupta

has successfully completed

Email Etiquette

online course offered by TCS iON

SHUf h8 UHY: "01" May 2020 "p" "9 bX" 8 UHY. 04 May 2020

Topics:

- Introduction to Email Etiquette ■ Format of an Email ■ Do's and Don'ts of Email Writing
- Case Study ■ Exercise ■ Points to Remember



Cert. ID.: 66785-7513079-1016
Dated: 04 May 2020

Head - Learning,
iON Digital Learning Hub