Module 1: Effective Communication.

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

sarukh23@gmail.com

From   dharakosada23@gmail.com

Thank You Letter for Job Offer

Respected HR Manager viraj Sir.

Thank you very much for offering me the position of Data scientist at Dsouza data Labs private. I am truly grateful for the opportunity and appreciate the confidence you have shown in me.

I am excited about joining your team and contributing to the company's success. I look forward to working with you and bringing value to the organisation.

Please let me know the next steps or if any documents are needed from my side.

Thank you once again for this opportunity.

Sincerely yours,

Dhara Chauhan
7383291694

mehul12@gmail.com

From   dharakosada23@gmail.com

Apology for My Recent Mistake

Dear Mehul sir,

I would like to sincerely apologize for my recent mistake at work. I understand that my actions may have caused inconvenience, and I take full responsibility.

It was never my intention to disrupt the workflow or cause any issues, and I regret that this happened. I am already taking steps to ensure this does not happen again in the future, and I am committed to learning from this experience.

Thank you for your patience and understanding. I truly appreciate the opportunity to be part of this team and will continue doing my best to meet expectations.

Sincerely,

Dhara Chauhan

rahul93@gmail.com

From   dharakosada23@gmail.com

Resignation Email

Dear Rahul sir,

Please accept this email as my formal resignation from my position as data analysis at Dormer tools. Due to unforeseen circumstances, I must resign immediately. I sincerely apologise for not being able to provide the standard notice period.

I am grateful for the opportunities and support I have received during my time at Dormant tools. I wish you and the company all the best in the future.

Sincerely,

Dhara Chauhan

dev.raj67@gmail.com

From   dharakosada23@gmail.com

Asking for a Raise in Salary

Dear Devraj sir

I am writing to formally request a review of my current salary. I have been working as a data analysis at Dormer tools since data analytics , and I am proud of the contributions I've made during this time.

Over the course of my employment, I have taken on increasing responsibilities and have consistently worked to meet and exceed expectations. I believe that my performance, dedication, and contributions to the company justify a salary increase.

would be grateful if we could schedule a time to discuss this further. Thank you for considering my request. I truly appreciate the opportunity to work with Dormer tools me and remain committed to its continued success.

Sincerely,

Dhara Chauhan

dev.raj67@gmail.com

From   dharakosada23@gmail.com

Email of Inquiry for Requesting Information

Dear Sir,

I hope you are doing well.

I am writing to request more information regarding your programs. I would appreciate it if you could provide details about the offerings, requirements, and any other relevant information.

Please let me know if there is any brochure, website link, or contact person I can refer to for further assistance.

Thank you for your time and support. I look forward to your response.

Sincerely,

Dhara Chauhan

7383291694