

Module 1: Effective Communication

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

1. Thank you Email
2. Letter of Apology
3. Reminder Email
4. Quotation Email
5. Email of Inquiry for Requesting Information
6. Email Asking for a Status Update
7. Asking for a Raise in Salary
8. Email to Your Boss About a Problem (Requesting Help)
9. Resignation Email
10. Introduction Email to Client

1) Thank you Email:

Subject: Thank You for Your Support

Dear [Recipient's Name],

I sincerely thank you for your support and guidance on [project/task]. Your contribution was invaluable in ensuring its success.

I truly appreciate your time and assistance, and I look forward to working with you again.

Best regards,
[Your Name]

2) Letter of Apology:

Subject: Apology Regarding [Specific Issue]

Dear [Recipient's Name],

Please accept my sincerest apologies for [clearly state the mistake, e.g., the oversight in the report, the delay in my response]. I take full responsibility for this error and understand the inconvenience it may have caused.

I have already taken steps to [explain the corrective action, e.g., correct the data and resubmit the report, ensure this does not happen again]. Thank you for your understanding.

Sincerely,
[Your Name]

3) **Reminder Email:**

Subject: Reminder [Event/Task Name] on [Date]

Dear [Recipient's Name],

This is a gentle reminder regarding [the topic, e.g., our upcoming meeting, the report submission] scheduled for [Date] at [Time].

Please let me know if you have any questions.

Best regards,
[Your Name]

4) **Resignation Email:**

Subject: Resignation from [Position]

Dear [Manager's Name],

I am writing to formally resign from my position as [Job Title] at [Company], effective [last working date, typically two weeks from today].

I am grateful for the opportunities and support I have received during my time here. It has been a pleasure working with you and the team.

Please let me know the next steps for a smooth handover.

Sincerely,
[Your Name]

5) **Email to Your Boss About a Problem (Requesting Help):**

Subject: [Project Name]: Request for guidance on [Specific Problem]

Dear [Manager's Name],

I am writing to you for guidance on an issue we are facing with [Project Name].

The problem is [explain the problem clearly and concisely]. This issue is impacting [explain the effect, e.g., our timeline for the next phase].

I have considered a few potential solutions, including [mention your ideas]. I would appreciate the opportunity to discuss this with you and get your input on the best way forward.

Thank you for your assistance.

Best regards,
[Your Name]

- ❖ I have attached the video link here: [Self Introduction]
<https://drive.google.com/file/d/1FgjUll6cKQ8S0ugOn6sQDcotK7ivVvuG/view?usp=drivesdk>