

Module 1: Effective Communication

Task: Professional Email Writing

1. Thank You Email
 2. Letter of Apology
 3. Email of Inquiry for Requesting Information
 4. Asking for a Raise in Salary
 5. Resignation Email
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1. Thank You Email

Subject : Thank You for the Opportunity

Dear Madam,

I hope this email finds you well.

I am writing to express my sincere gratitude for the opportunity to attend the interview. I truly appreciate the time and effort you took to discuss the role and explain the responsibilities.

It was a pleasure interacting with you, and I am very enthusiastic about the possibility of contributing to your organization. Thank you once again for your consideration.

Kind regards,
Dhruti Pandya

2. Letter of Apology

Subject : Apology for the Inconvenience Caused

Dear Madam,

I am writing this email to sincerely apologize for the inconvenience caused due to my delay in submitting the assigned work.

The delay was unintentional, and I take full responsibility for it. I assure you that I will be more careful and punctual in the future.

Thank you for your understanding and support.

Sincerely,
Dhruti Pandya

3. Email of Inquiry for Requesting Information

Subject : Inquiry Regarding Course Details

Dear Madam,

I hope you are doing well.

I am writing to inquire about the details of the course offered by your institution. I would like to know more about the course duration, eligibility criteria, and fee structure.

Kindly provide the required information at your convenience. I look forward to your response.

Thank you for your time and assistance.

Yours sincerely,
Dhruti Pandya

4. Asking for a Raise in Salary

Subject : Request for Salary Increase

Dear Madam,

I hope you are doing well.

I am writing to request a salary increase. I have been working sincerely and completing my responsibilities on time. I always try to give my best to the company.

I kindly request you to please consider my work and experience. I would be thankful if you could review my salary.

Thank you for your time and support.

Regards,
Dhruti Pandya

5. Resignation Email

Subject : Resignation Letter

Dear Madam,

I am writing to inform you that I would like to resign from my position. My resignation will be effective as per the notice period.

I am thankful for the support and opportunities given to me during my work here. This experience has helped me learn many new things.

I will complete my duties properly and help with the handover process.

Thank you for your cooperation.

Sincerely,
Dhruti Pandya