Module 1: Effective Communication

Name: Dimpal Patel

Batch Time: 2:00 to 3:30 pm

1. Thank you Email

Dear stuti Jain,

Thank you for the opportunity to interview for the Data Analyst position at Wipro. I appreciate our conversation and learning more about the role and team. I am excited about the potential to contribute and look forward to the next steps.

Best regards,

Dimpal Patel

1. Letter of Apology

Dear Priyanka Harde,

I just wanted to say I’m really sorry because I was not present in your birthday party last week. I never meant to hurt you and I feel terrible about it. Moreover, I value our friendship so much. I hope we can meet as soon as possible.

Take care,

Dimpal Patel

1. Reminder Email

Hi Dimpal Patel,

Our much-awaited webinar is happening tomorrow and we’re excited to have you join us for an insightful session on Data base.

Date: 1st May 2025

Time: 7:00 to 9:00 pm

Link: www.webinar.com

Make sure to set a reminder – it’s going to be packed with valuable insights and actionable tips.

Can’t wait to see you there!

Cheers,

Stuti Jain

1. Resignation Email

Dear kavan Patel,

I hope you’re well. I regret to inform you that I am resigning from my position as Data Analyst at SLS company. My last day at work will be on 30th April 2025. Thank you for the opportunity to have worked here. I wish you all the best in the future.

Regards,

Dimpal Patel

1. Asking for a rise in salary

Dear Keta Patel,

I hope you are doing well. I would like to talk about the possibility of a salary enhance based on learn latest data analyst technique and my continued dedication to the team. I apricate the chance I’ve had here and would love to discuss this further at your convenience.

I am waiting to your revert.

Best regards,

Dimpal Patel