

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

To : sagar223@gmail.com

Subject : Thanking you for help.

Dear Sagar,

Thank you for giving me your car.

I am very thankful that you gave me your car. We had very good trip because of you. We had great time. I want to give you a gift as well next time we meet.

Thank you again for your car. I truly appreciate it.

Your friend,
Dip Patel

2. Letter of Apology

To : ketu321@gmail.com

Subject : Sincere apology for late submission.

Respected mam,

I am really sorry for not submitting my submission on time. I understand that time delivery is crucial, and I regret any inconvenience this may have caused. Due to my sister's marriage, I was unable to meet deadline.

I have now completed the submission and submitted on site. Thank you for your understanding.

Sincerely,
Dip Patel

3. Reminder Email

To : poojan43@gmail.com

Subject : Friendly reminder of bike meetup on 01-04-2025.

Dear Poojan,

Hi Poojan, just a friendly reminder about bike meetup scheduled

Date : 01-04-2025,

Time : 09:00 PM,

Location : Near Iskon temple, SG highway.

Need help or have questions? Feel free to reply to this email or contact us at +91 95655 54622.

Loking forward to seeing you.

Best regards,

Dip patel,

Phone no : +91 95655 54622,

Email id : dip234@gmail.com.

4. Asking for a Raise in Salary

To : bhavik33@gmail.com

Subject : Request for salary review.

Dear sir,

I hope you are doing well.I writing this mail to discuss about my currunt salary.I have been working here for past 3 years.I've truly enjoyed contributing to the team and taking on new responsibilities.

Given my accomplishments and contributions I would like to formally request a review of my current salary.

I would be happy to discuss this in more detail at your earliest convenience.
Thank you for your time and continued support.

Best regards,
Dip Patel,
Manager

5 .Resignation Email

To : hrmanager34@gmail.com

Subject : Resignation - Dip B Patel.

Dear sir,

Please accept this as formal notification that I am resigning from my position as manager at Aarti industries, from 31st may 2025 because of geeting new opertunity.

Working at Aarti industries has been a valuable experience, and I am truly grateful for the opportunities and support I've received during my time here. I've learned a great deal and enjoyed being part of the team.

Please feel free to contact me with any question about the projects I have been working on.I will do my best to complete any pending tasks and hand over responsibilities effectively

Thank you for everything.

Sincerely,
Dip Patel