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

Form : [deepp9104@gmail.com](mailto:deepp9104@gmail.com)

To : [sagar223@gmail.com](mailto:sagar223@gmail.com)

**Subject:** Heartfelt Thanks for Your Guidance

Respected Sir,

I sincerely thank you for taking the time to guide me through my final year project. I feel incredibly fortunate to have had a mentor like you. Your invaluable support and advice not only helped me successfully complete my project but also enabled me to achieve excellent grades.

Your guidance has played a significant role in my academic success, and it has also been beneficial in my job interviews. I truly appreciate your efforts and encouragement.

Once again, thank you very much for your support.

**Yours sincerely,**  
Parth Vadariya

1. Letter of Apology

Form : [deepp9104@gmail.com](mailto:deepp9104@gmail.com)

To : [ketu321@gmail.com](mailto:ketuchodhry321@gmail.com)

Subject : Sincere apology for late Submission.

Respected ma’am,

I sincerely apologize for not submitting my work on time. I understand the importance of timely submissions and regret any inconvenience this may have caused.

Due to my sister’s wedding, I was unable to meet the deadline. However, I have now completed the submission and uploaded it to the site.

Sincerely,

Dip Patel

1. Reminder Email

Form : [deepp9104@gmail.com](mailto:deepp9104@gmail.com)

To : [poojan43@gmail.com](mailto: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.

Looking forward to seeing you.

Best regards,

Dip Patel,

Phone no : +91 95655 54622,

Email id : [dip234@gmail.com](mailto:dip234@gmail.com).

4. Asking for a Raise in Salary

Form : [deepp9104@gmail.com](mailto:deepp9104@gmail.com)

To : [bhavik33@gmail.com](mailto:bhavik33@gmail.com)

**Subject: Request for Salary Review**

Dear Sir,

I hope you are doing well.

I am writing this email to discuss my current salary. Having worked here for the past three years, I have 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

Form : [deepp9104@gmail.com](mailto:deepp9104@gmail.com)

To : [hrmanager34@gmail.com](mailto:hrmanager34@gmail.com)

**Subject:** Resignation Letter – Dip B Patel – Manager

Dear Sir,

I hope this email finds you well.

Please accept this as my formal resignation from my position as Manager at Aarti Industries, effective **May 31, 2025**, as I have received a new opportunity.

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

I am committed to ensuring a smooth transition and will do my best to complete any pending tasks and hand over my responsibilities effectively. Please feel free to contact me if you have any questions regarding my ongoing projects.

Thank you for everything. I appreciate all the support and experiences gained during my tenure.

**Sincerely,**  
Dip B Patel