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# Module 1: Effective Communication - Professional Emails

## 1. Thank You Email

Subject: Thank You for Your Guidance  
  
Dear [Recipient’s Name],  
  
I sincerely thank you for your guidance and support on the recent project. Your insights helped me approach the challenges effectively and deliver results on time. I truly appreciate the time and effort you dedicated to mentoring me.  
  
Looking forward to working under your guidance on future assignments.  
  
Best regards,  
[Your Name]

## 2. Letter of Apology

Subject: Apology for Missing the Deadline  
  
Dear [Recipient’s Name],  
  
I sincerely apologize for not being able to meet the deadline for submitting the report. Due to unforeseen circumstances, I could not complete the task on time. I take full responsibility for this oversight and assure you that I am implementing measures to prevent such delays in the future.  
  
I request your understanding and assure you that the pending report will be submitted by [new deadline].  
  
Sincerely,  
[Your Name]

## 3. Reminder Email

Subject: Friendly Reminder: Submission of Monthly Report  
  
Dear [Recipient’s Name],  
  
This is a gentle reminder regarding the submission of the monthly report, which was due on [due date]. We would appreciate it if you could share the completed report by [new deadline] to ensure timely processing.  
  
Kindly let me know if you are facing any challenges so that I can assist you.  
  
Thank you for your prompt attention to this matter.  
  
Best regards,  
[Your Name]

## 4. Asking for a Raise in Salary

Subject: Request for Salary Revision  
  
Dear [Recipient’s Name],  
  
I hope this message finds you well. I would like to formally request a review of my current salary. Over the past [duration], I have successfully contributed to [specific achievements/projects], which have positively impacted the team and the organization.  
  
Considering my performance, added responsibilities, and the value I bring to the organization, I kindly request a salary raise. I am open to discussing this further at a convenient time.  
  
Thank you for your consideration.  
  
Sincerely,  
[Your Name]

## 5. Resignation Email

Subject: Resignation from [Your Position]  
  
Dear [Recipient’s Name],  
  
I am writing to formally resign from my position as [Your Position] at [Company Name], effective [last working day, typically two weeks from today]. I have greatly valued the opportunities and experiences I gained while working here.  
  
I am committed to ensuring a smooth transition and will complete all pending tasks before my departure. Please let me know how I can assist in training or handing over responsibilities.  
  
I am truly grateful for the support and guidance during my time at [Company Name].  
  
Sincerely,  
[Your Name]