

Module 1: Effective Communication

1. Thank you Email

To: tops@gmail.com

Subject: Meeting was great!

Dear Sir,

I just wanted to thank you for meeting with me today at the orientation with new clients. I loved your presentation and the creativity.

It means a lot to me that you put hard work into it and did your homework. During the meeting, you gave some great ideas about the project. Let's have a brief discussion on how to implement those ideas.

Keep up the excellent work.

Sincerely,

Bhoomi Faldu

2. Quotation Email

To: xyz@gmail.com,

CC: tops@gmail.com

Subject: Quotation for mail

Dear Sir\mam 'a,

Have a nice day!!!

Thank you for your letter. We appreciate your interest in taking up certificate courses at our training centre.

We would like to point out that we offer hands-on training for all IT related courses. You will also be required to work on a real-time project for the successful completion of the course.

Given below are details regarding the various courses for your reference. We have also given the fee details for other courses related to Selenium automation.

S. No.	Course	Duration	Fee (INR)
1.	Selenium with Java	40 hours	12000
2.	Selenium with Python	45 hours	15000
3.	Selenium with Appium	40 hours	18000
4.	Selenium with Rest API	50 hours	20000

Please feel free to contact us in case of any doubts or queries.

Yours faithfully,

Bhoomi Faldu

3. Letter of Apology

To: jayesh@gmail.com

CC: abc@gmail.com

Subject: Apology For delivery of damaged good

Respected Sir,

I have been informed that the LED indicators you bought were not working properly. You had mentioned that there was a problem with the wiring connection. We regret the inconvenience caused. We can replace it for you at the earliest once you return it to us (to the above-mentioned address).

Thank you

Yours sincerely,

Faldu bhoomi

4. Reminder Email

To: johansson@mail.com, sadar@mail.com, rohan@mail.com

CC: perfect.technology@mail.com

Subject: Upcoming Meeting on Wednesday

Hello Team member,

Just wanted to send a quick reminder that we have a team meeting scheduled for this Wednesday at 11 am in the conference room.

The meeting will last for about an hour, and we'll be going over the quarterly budget report. Kindly bring a copy of the report with you to the meeting.

If you have any questions, feel free to reach out to me.

Thank you, and I'll see you all on Wednesday.

Best Regards,

Bhoomi

5. Resignation Email

To: hr@gmail.com

CC: tops@gamail.com

Subject: Resignation Notice: Faldu bhoomi

Dear Miral Sir,

Please accept this letter as formal notification of my intention to resign from my position as Sales engineer with Edge Automation. My final day will be 16 February 2025 as per my notice period.

I would like to thank you for the opportunity to have worked in the position for the past sales Engineer. I have learned a great deal during my time here and have enjoyed collaborating with my colleagues. I will take a lot of what I have learned with me in my career and look back at my time here as a valuable period of my professional life.

During the next week, I will do what I can to make the transition as smooth as possible and will support in whatever way I can to hand over my duties to colleagues or my replacement. Please let me know if there is anything further, I can do to assist in this process.

Sincerely,

Bhoomi Faldu