

Module 1: Effective Communication :

1. Thank you Email

Draft saved

ankitagamit016@gmail.com

Thank You!

Dear Manager,

I hope this message finds you well.

I just wanted to take a moment to sincerely thank you for this opportunity. I truly appreciate it and value the effort and consideration you extended.

Please don't hesitate to reach out if there's ever anything I can assist with in return.

Warm regards,
Ankita Gamit
Web Developer|

↶ ↷ Sans Serif T B I U A ▾ ▮ ▯ ▰ ▱ ▲ △ ▴ ▵ ▶ ▷ ▸ ▹ ► ▻ ▼ ▽ ▿ ▾ ▿ " ⚙ ✕

Send ▾ A 📎 🔗 😊 📎 🖼️ 🔒 ✍️ ⋮

2. Letter of Apology

Sincere Apology

ankitagamit016@gmail.com

Sincere Apology

Dear Manager,

I hope you're doing well.

I'm writing to sincerely apologize for the delay in submitting the report. I understand the inconvenience this may have caused, and I take full responsibility for it.

Please know that this was not my intention, and I'm taking the necessary steps to ensure it doesn't happen again. I truly value our working relationship, and I'm committed to making things right.

Thank you for your understanding and patience. If there's anything I can do to make amends or correct the situation, please don't hesitate to let me know.

Warm regards,
Ankita Gamit
Web Developer

↶ ↷ Sans Serif T B I U A ▾ ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☿ ⌨ 🔍

Send ▾

A 📎 🔗 😊 🏠 🖨️ 🔒 ✎ ⋮

🗑️

3. Email of Inquiry for Requesting Information

Request for Information Regarding training program

ankitagamit016@gmail.com

Request for Information Regarding training program

Dear Manager,

I hope this message finds you well.

I am writing to kindly request more information regarding the upcoming training program. I would greatly appreciate it if you could share any relevant details, documents, or next steps.

Please let me know if there's a preferred time or channel to discuss this further, or if I should contact someone else.

Thank you in advance for your time and assistance. I look forward to your response.

Best regards,

Ankita Gamit

Send

A

📎

🔗

😊

📷

🔒

✍️

⋮

4. Asking for a Raise in Salary

Request for Salary Discussion

ankitagamit016@gmail.com

Request for Salary Discussion

Dear Manager,

I hope this message finds you well. I would like to request a meeting at your convenience to discuss the possibility of a salary adjustment.

Over the past 4 month, I've consistently contributed to the success of project. I believe my contributions have added measurable value to the team and the company.

Considering my performance and the current responsibilities I manage, I would appreciate the opportunity to discuss a potential revision of my compensation to reflect my contributions more accurately.

Please let me know a suitable time to talk. I truly enjoy working with you and the team, and I look forward to continuing to grow with your Company.

Warm regards,
Ankita Gamit
AI Engineer

Send

A

📎

🔗

😊

📷

🔒

✍️

⋮

5. Resignation Email

Resignation – Ankita Gamit

ankitagamit016@gmail.com

Resignation – Ankita Gamit

Dear Manager,

I hope you are well. I am writing to formally resign from my position as Web Developer at Company, effective Last Working Day, typically two weeks from the date of the email or as per your notice period.

This was not an easy decision, as I have genuinely valued my time here. Working with you and the team has been a rewarding experience, and I appreciate the opportunities for growth and development that I have received.

I am committed to ensuring a smooth transition and will do my best to complete any pending tasks and assist in the handover process during my notice period.

Thank you once again for the support and guidance. I look forward to staying in touch, and I hope our paths cross again in the future.

Warm regards,
Ankita Gamit
Web Developer





