

Module 1: Effective Communication

1. Thank you email

Form prajapatigarima381@gmail.com

To xyz123@gmail.com

Subject:- Thank you for the appraisal.

Respected Sir,

Greetings!!

This is to express my heartfelt gratitude to you for giving me a decent appraisal this year.

This appraisal has motivated me to work harder and to serve my level best for the team and for this company. I'm indebted to the management for their trust.

Thank you once again for this appreciation and encouragement.

Warm regards,

Garima Prajapati

2. Letter of Apology

Form prajapatigarima381@gmail.com

To xyz123@gmail.com

Subject:- Letter of apology for missing the deadline.

Respected Sir,

Greetings!!

I am writing this email to sincerely apologize for not meeting the deadline for the mentioned task which was due on 8th April, 2025.

I really understand the inconvenience and the importance of time delivery which have caused you and the team. Please know that the delay was unintentional, and I take full responsibility for the delay. The delay was due to unforeseen dependency on external bodies.

I am currently working on this with utmost commitment, and I will definitely complete this task by 11th April, 2025.

Warm regards,

Garima Prajapati

3.Reminder Email

Form prajapatigarima381@gmail.com

To xyz123@gmail.com

Subject : Gentle reminder : Submission of report.

Dear Aman,

Greetings of the day!!

I hope you are doing well. This is a gentle reminder regarding the data report of the XYZ task I have asked you to submit.

The submission of this report is crucial for moving the task forward. If you have sent the report kindly disregard this message. Otherwise, I would like to appreciate it if you could share the report at your earliest convenience.

Looking forward to your response.

Warm regards,

Garima Prajapati

4.Email Asking for a Status Update

Form prajapatigarima381@gmail.com

To xyz123@gmail.com

Subject : Request for status update on “XYZ” task.

Dear Aman,

I hope you are doing well.

I am writing this message to kindly request for the status update on the task “XYZ” which has to be done by 11th of April. As already discussed, this task is the priority. Please let me know the current progress of the task. If you need any support from our side please do let me know.

Looking forward to your response.

Warm regards,

Garima Prajapati

5.Asking for a raise in salary.

Form prajapatigarima381@gmail.com

To xyz123@gmail.com

Subject : Request for the raise in salary.

Respected sir,

Greetings!!

I am writing this to formally request a review of my current salary.

From the past year I have been working so hard and I have completed all my tasks on time. And I feel that my current salary does not justify my efforts as per market standards.

I request you to please look into this. Will be waiting for your response.
Thank you, for your time and consideration.

Warm regards,

Garima Prajapati
