

Module 1: Effective Communication

1.

Thank You for Your Support and Guidance

abc@gmail.com

Thank You for Your Support and Guidance

Dear Mr. Sharma,

I hope this message finds you well. I am writing to express my heartfelt thanks for your continuous support and guidance throughout my journey at TechNova Solutions Pvt. Ltd.

Your mentorship has played a key role in my professional development, and I truly appreciate the time and effort you have invested in helping me grow. I look forward to applying these learnings in all my future endeavors.

Warm regards,
D. HAREKRISHNA PATRA
Software Developer
harekrishna.patra@technova.com

Send

2.

abc@gmail.com

Sincere Apology for the Oversight

Dear Ms. Kapoor,

I am writing to sincerely apologize for the oversight in submitting the weekly code integration report, which was due on Friday. I understand the importance of this task and deeply regret any inconvenience this may have caused.

I take full responsibility for the delay and have already taken corrective steps to ensure timely submissions going forward. I assure you of my commitment to maintaining high standards of professionalism.

Thank you for your understanding.

Sincerely,

D. HAREKRISHNA PATRA

Software Developer

Send



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abc@gmail.com

Request for Information Regarding AWS Training Program

Dear Mr. Verma,

I hope you are doing well. I am writing to request information regarding the upcoming AWS Cloud Certification training for internal team members.

I would appreciate it if you could share the relevant details, including the schedule, eligibility, and enrollment procedure. Your assistance will help me plan and prepare accordingly.

Looking forward to your response.

Best regards,

D. HAREKRISHNA PATRA

Software Developer

harekrishna.patra@technova.com

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Request for Salary Review

Dear Mr. Sinha,

I hope you are well. I would like to formally request a review of my current salary based on my contributions over the past year at TechNova Solutions Pvt. Ltd.


During this period, I have successfully completed critical modules of the E-commerce Portal Project, improved API response time by 35%, and actively mentored junior developers. I believe my consistent performance justifies a reconsideration of my compensation.


I would be grateful for the opportunity to discuss this further at a convenient time.


Thank you for your consideration.


Sincerely,
D. HAREKRISHNA PATRA
Software Developer


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Formal Resignation Notice

Dear Mr. Sinha,

I am writing to formally resign from my position as Software Developer at TechNova Solutions Pvt. Ltd., with my last working day being 30th August 2025, in accordance with the 30-day notice period.

This was a difficult decision, but after thoughtful consideration, I have decided to pursue a new opportunity that aligns with my long-term career goals. I am sincerely grateful for the support, learning, and professional growth I experienced during my tenure here.

Please let me know how I can assist in ensuring a smooth transition.

Warm regards,
D. HAREKRISHNA PATRA
Employee ID: TNS23089
harekrishna.patra@technova.com

Send

