

Module 1: Effective Communication

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. Thank you Email

Greeting of the day!

Dear Mr. Sharma,

I hope you are doing well.

Thank you so much for your support and guidance. I really appreciate the time you give for feedback and the chances you give me to learn and grow in the team.

I enjoy working with you and look forward to learning more and doing my best.

Best regards,

Hinal Parmar

2. Letter of Apology

Greeting of the day!

Dear Ms. Mehta,

I hope you are doing well.

I am really sorry for sending the project report late. I understand it may have caused some trouble, and I feel bad about it.

The delay happened because of a small issue with my system, but I take full responsibility. I will make sure it doesn't happen again.

Thank you for your understanding and support. I will do better next time.

Best regards,
Hinal Parmar

3. Email of Inquiry for Requesting Information

Greeting of the day!

Dear Mr. Patel,

I hope everything is going smoothly at your end.

I wanted to ask for some information about the upcoming project. I would like to know the basic details like the start date, my role, and any tasks I need to prepare for.

Please let me know if there is any document or meeting I should be ready for.

Thank you for your time and support.

Best regards,
Hinal Parmar

4. Asking for a Raise in Salary

Greeting of the day!

Dear Mr. Patel,

I just wanted to take a moment to share something important.

I have been working hard and taking new responsibilities in the past few months. I feel that my work has helped the team, and I kindly want to ask if my salary can be reviewed.

I would be very thankful if you consider a raise based on my efforts and performance.

Thank you for your time and support. I will continue to do my best.

Best regards,

Hinal Parmar

5. Resignation Email

Greeting of the day!

Dear Mr. Patel,

I want to let you know that I have decided to resign from my job at TechNova Solutions. My last working day will be 31st August 2025, as per the notice period.

I have got a new opportunity that will help me grow in my career. It was not an easy decision because I have really enjoyed working here and learned so much under your guidance.

Thank you for all the support and experience. I will finish all my work and help in handing over things smoothly.

Thanks again for everything.

Best regards,
Hinal Parmar