**Assignment : Effective Communication**

1. **Thank you Email**

Janki Shah

505, shreeji vandan aprt.,

80 feet road, Anand, 388001

+91 9637854196

jankishah123@gmail.com

26th September 2024

Mr. Ritesh Shah

HOD, TOPS Technologies,

306, samanvay silicon,

Vadodara, 390001

Respected Sir,

I would like to express my sincere appreciation to you for making my internship here so memorable. I have learned so much from you and I am truly grateful for your guidance and support. I will never forget the lessons I have learned here, and I look forward to applying them in my future career.

Thank you again from the bottom of my heart. I hope to keep in touch with you.

Sincerely,

Janki Shah

1. **Reminder Email**

Janki Shah

Jr. Er., TOPS Technologies,

306, samanvay silicon,

Vadodara, 390001

+91 9637854196

jankishah123@gmail.com

27th September 2024

Mr. Ritesh Shah

HOD, TOPS Technologies,

306, samanvay silicon,

Vadodara, 390001

Respected Sir,

I would like to kindly remind you about my leave request for next week. I submitted the request on September 15th, but I haven’t received a response back from you.

I wanted the request to be accepted as quickly as possible so that I could begin planning for my journey. I would greatly appreciate it if you could inform me as soon as possible.

Sincerely,

Janki Shah

1. **Quotation Email**

Janki Shah

Jr. Er., TOPS Technologies,

306, samanvay silicon,

Vadodara, 390001

+91 9637854196

jankishah123@gmail.com

28th September 2024

Mr. Ritesh Shah

HOD, ABC pvt.ltd.,

306, abhinav silicon,

Vadodara, 390001

Dear Sir,

I hope this email finds you well. I am writing to request a quotation from your company for the following items:

1. Samsung 32” Display - 3 qty.
2. HP 1508 printer - 5 qty.
3. DELL G15 gaming laptop - 1 qty.

Please provide us with a detailed quotation including the unit price, quantity discounts (if applicable), and any additional charges such as shipping fees.

If you have any questions, please don’t hesitate to contact me. We are looking forward to receiving your quotation by August 5th.

Thank you for your attention.

Best regards,

Janki Shah

1. **Asking for a raise in salary Email**

Janki Shah

Jr. Er., TOPS Technologies,

306, samanvay silicon,

Vadodara, 390001

+91 9637854196

jankishah123@gmail.com

29th September 2024

Mr. Ritesh Shah

HOD, TOPS Technologies,

306, samanvay silicon,

Vadodara, 390001

Respected Sir,

I am grateful for the opportunity to work for you as a junior engineer. Over the past two years, my responsibilities at TOPS have grown significantly, and I not only consistently complete all of these responsibilities, but I do so with an exceptional quality of work. I would, therefore, like to respectfully request a meeting to review my salary.

As you know, my salary has remained the same since I was hired in 2022. Since then, I have happily added some duties to my workload that have allowed me to contribute even more to the company. I believe that my increasing contributions to the company justify a pay raise.

I would love the opportunity to meet with you to discuss a raise in my salary. I look forward to hearing from you.

Sincerely,

Janki Shah

1. **Resignation Email**

Janki Shah

Jr. Er., TOPS Technologies,

306, samanvay silicon,

Vadodara, 390001

+91 9637854196

jankishah123@gmail.com

30th September 2024

Mr. Ritesh Shah

HOD, TOPS Technologies,

306, samanvay silicon,

Vadodara, 390001

Respected Sir,

Please accept this letter as formal notification that I am resigning from my position as a junior engineer at TOPS Technologies, effective immediately. I understand that this short notice is less than ideal, and I sincerely apologize for any inconvenience it may cause.

Even though I'm leaving suddenly, I want to make sure the transition goes as smoothly as possible. Please do not hesitate to let me know how I can best support you and the team during this time.

During my time at TOPS Technologies, I learned a great deal and will always hold the team and the company in high regard. Thank you for your understanding and support. I wish you and the company continued success in the future.

Sincerely,

Janki Shah