

Module 1: Effective communication

Sub: thank you for your time!

Dear Nilam Sharma,

Thank you very much for spending your precious time having a meeting with me today. It was very much a pleasure to learn and know more about the company.

I appreciate the information you shared about the job. Feel free to inquire if you require further information about me or need me to provide additional documents to review my candidacy.

I look forward to hearing from you and getting the chance to be part of the company.

Best regards,
Janvi vaza

2) Letter of apology

James may
Silicon chip company
Bangalore,

Dear Mrs Marley,

Sub: apology letter to a customer

On behalf of silicon chip company. I sincerely apologise for the bad experience you had at our Bangalore store. I take full responsibility for our sales associate. peter, who made unprofessional remarks when you visited our store.

As a token of apology, I have include a voucher for a 40% discount on your next purchase in our store. We sincerely seek your forgiveness and hope you decide to give us another chance.

We hope to see you soon!

Warm Regards
James may
Senior manager

3) resignation email

January 5,2025
Carly ferris
Department head
Salem court industries

Sub: Resignation letter

To Ms, ferries:

Kindly accept this letter as my formal resignation as a staff member of Salem court industries. My last day is expected to be on January 19, 2025, two weeks from today.

I am incredibly grateful for the opportunities that I have been given in this post. I would also like to thank you for being supportive of my professional growth. I have enjoyed working you and the rest of the team.

Let me know how I can help in making help in making the transition of responsibilities as possible for everyone involved. Thank you

Best wishes,
Herman Adelphi

4) Reminder email

Sub: Document submission deadline approaching

Dear Khushi Mehta,

I hope this email finds you in good spirits. As we approach the deadline for the submission of document for the upcoming project, I wanted to send a gentle reminder to ensure you have all the information you need to complete this task successfully.

Documents required:

- Completed application form
- Copy of government – issued identification
- Recent utility bill for address verification
- Project proposal outline

Deadline for submission: Friday, March 17th, 2024, by 5:00 pm.

Please submit the documents to the following address or via email as scanned PDF:

Attn: Elizabeth white 123 maple drive, suite 200 Denver, CO 80203 elizabeth.white@ourcompany.com. Com

If you have any questions regarding the documents need further clarification, do not hesitate to reach out. We're here to support you through this process and ensure everything is in order for our project to move forward smoothly.

Thank you for your prompt attention to this matter, and we appreciate your cooperation and dedication.

Best regards,
Janvi Vaza

5) Asking for a Raise in salary

To,
Radhika Mandan,
HR manager,
Tata steel industries,

Mumbai, india.

Dated: Dec 23th, 2017

Sub : letter for increment in salary

Respected madam,

I would like to bring to your notice that I have completed one year in your company as senior Graphic Designer. As per the decided norms between us at the time of joining, I would like to request you for a 20 percent hike on my existing salary, I shall be highly grateful to you in doing so.

Thanks and regards,
Shalini Bhandari
Sr. graphic designer