

## Module 1: -

# Effective Communication

### **1. Thank you Email :-**

**Subject :** Thank You for the Opportunity

Dear Sir/Madam,

I would like to sincerely thank you for taking the time to meet with me and discuss the opportunity. I truly appreciate your valuable time and guidance.

It was a pleasure learning more about your organization and the role. I look forward to the possibility of working with your team.

Thank you once again for your consideration.

Kind regards,  
Jenish Thummar

## 2. Reminder Email :-

**Subject** : Gentle Reminder: Pending Leave Approval

Dear Sir/Madam,

I hope this email finds you well.

I am writing to gently follow up on my leave application submitted on **09-01-2026** for the period from **12-01-2026** to **17-01-2026**. As the planned dates are approaching, I kindly request an update regarding the approval status of my leave.

Please let me know if any additional information or documentation is required from my side. I would greatly appreciate your time and support in this matter.

Thank you for your consideration. I look forward to your response.

Best regards,  
Jenish Thummar

### 3. Email Asking for a Status Update :-

**Subject** : Request for Update on Application Status

Dear Sir/Madam,

I hope this email finds you well.

I am writing to respectfully inquire about the current status of my application, which I submitted on 12-01-2026, for the position of **Jr. Full stack Developer**. I am very interested in this opportunity and eager to learn more about the next steps in the selection process.

I understand that the review process may take time, and I truly appreciate your efforts. I would be grateful if you could kindly share any updates or an estimated timeline for further communication.

Thank you for your time, consideration, and support. I look forward to your response.

Yours sincerely,  
Jenish Thummar

## **4. Asking for a Raise in Salary :-**

**Subject :** Request for Salary Review

Dear Sir/Madam,

I hope this email finds you well.

I am writing to respectfully request a review of my current salary. Over the past period, I have consistently worked to full fill my responsibilities effectively and have taken on additional tasks to support the team and organizational goals.

I believe my contributions, skills, and dedication have added value to the organization, and I would appreciate your consideration of a salary revision in line with my performance and responsibilities.

I would be grateful for the opportunity to discuss this matter at your convenience. Thank you for your time, support, and consideration.

Yours sincerely,  
Jenish Thummar

## 5. Resignation Email :-

**Subject** : Resignation Letter

Dear Sir/Madam,

I hope this email finds you well.

I am writing to formally resign from my position, effective 31-01-2026, in accordance with my notice period.

I am sincerely grateful for the opportunities, support, and guidance provided during my time with the organization. The experience and knowledge gained here have contributed significantly to my professional growth.

Please let me know how I can assist during the transition period to ensure a smooth handover of my responsibilities.

Thank you once again for your support. I wish the organization continued success in the future.

Yours sincerely,  
Jenish Thummar