

Module 1: Effective Communication

1. Thank You Email

Subject: Thank You for Your Guidance and Support

Dear Ma'am,

I hope you are doing well. I would like to express my sincere gratitude for your guidance and support during our recent project. Your encouragement and valuable feedback helped me complete the task successfully.

Thank you once again for your time and assistance. I truly appreciate your help.

Warm regards,

Jinay Madhavi

Student

2. Letter of Apology

Subject: Apology for the Delay in Submitting My Assignment

Dear Ma'am,

I sincerely apologize for not submitting my assignment on time. The delay occurred due to some unexpected technical issues.

I understand the importance of deadlines and assure you that I will be more careful in the future. I have now completed the work and attached it for your review.

Thank you for your understanding.

Sincerely,

Jinay Madhavi

Student

3. Reminder Email

Subject: Gentle Reminder: Submission of Project Report by [Date]

Dear Ma'am,

I hope you are doing well. This is a kind reminder about the submission of the project report, which is due on [9-11-2025].

Please confirm if there are any specific guidelines or updates regarding the submission process. I want to ensure that I follow the correct format and deadline.

Thank you for your time and guidance.

Best regards,
Jinay Madhavi
Student

4. Email of Inquiry for Requesting Information

Subject: Inquiry Regarding Details of the Workshop

Dear Ma'am,

I am writing to request information about the upcoming workshop organized by your department. Could you please provide details regarding the registration process, schedule, and eligibility criteria?

Your response will help me plan and participate accordingly.

Thank you for your assistance.

Sincerely,
Jinay Madhavi
Student

5. Resignation Email

Subject: Resignation from the Role of Student Coordinator

Dear Ma'am,

I hope you are well. Please accept this email as formal notice of my resignation from my position as Student Coordinator, effective [9-10-2025].

It has been a great learning experience working under your guidance. I am grateful for the opportunities and support I received during my time in this role.

Thank you for your understanding and encouragement.

Warm regards,
Jinay Madhavi Student