

Module 1: Effective Communication

- Thank you Email

To: rahulinfo@gmail.com
From: karanpatel123@gmail.com
Subject: Thank You

Dear Rahul Sharma,

I am writing this email to sincerely thank you for your support. Your constant support and encouragement have been a great motivation for me.

I truly value the time and effort you have dedicated, and it has made a positive difference. I am grateful for your kindness and look forward to learning more from you in the future.

Thank you once again.

Best regards,
Karan Patel

- Letter of Apology

To: krish245@gmail.com
From: karanpatel123@gmail.com
Subject: Sincere Apology

Respected Krish Giri,

Please accept my heartfelt apology for missing the deadline. I understand that my actions may have caused difficulty, and I feel truly sorry for it.

I assure you that I have learned from this mistake and will take all necessary measures to ensure it does not happen again. Thank you for your understanding.

Yours faithfully,
Karan Patel

- Email Asking for a Status Update

To: sachingusai2@gamil.com
From: karanpatel123@gmail.com
Subject: Request for Status Update

Dear Sachin Gusai,

I hope this email finds you well. I am writing to kindly ask for an update regarding Ananta project. As the deadline is approaching, I wanted to confirm the current progress and any next steps required.

Your update will help me stay aligned and ensure that everything moves forward smoothly.

Looking forward to your response.

Best regards,
Karan Patel

- Resignation Email

To: rohitsharma32@gmail.com
From: karanpatel123@gmail.com
Subject: Formal Resignation

Respected Rohit Sharma,

I wish to formally resign from my position at GrowTech, effective from two weeks from today.

I am deeply thankful for the trust, encouragement, and learning opportunities provided to me during my tenure. It has been a pleasure being part of this organization, and I will carry forward the skills and experiences I gained here.

I will do my best to ensure a smooth handover of my responsibilities.

Yours faithfully,
Karan Patel

- Asking for a Raise in Salary

To: rohitsharma32@gmail.com

From: karanpatel123@gmail.com

Subject: Request for Salary Revision

Dear Rohit Sharma,

I hope this message finds you well. I am writing to respectfully request a review of my current salary. Over the past 1.5 years, I have taken on additional responsibilities and contributed to Eldorado projects, which I believe have positively impacted our team and organization.

In light of these contributions, I would be grateful if you could consider a revision of my compensation. I am confident that this adjustment would fairly reflect my dedication, performance, and the value I bring to the role.

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

Sincerely,

Karan Patel