

Module 1: Effective Communication

1.Thank You Email

From:keyurtalaviya@gmail.com

To: hr.recruitment@techsolutions.com

Subject: Thank You for the Opportunity to Interview for the Software Engineer Position

Dear Mr. Sharma,

Thank you for the opportunity to interview for the Software Engineer position. I appreciate the time you took to share details about the role and the company. I am excited about the possibility of contributing my skills to your team.

Best regards,

Keyur Talaviya

2.Apology Email

From: Keyurtalaviya@gmail.com

To: rajesh.sharma@innovatech.com

Subject: Apology for Missing the Scheduled Interview

Dear Mr. Sharma,

Please accept my sincere apologies for not being able to attend the scheduled interview. I regret any inconvenience this may have caused. I greatly value the opportunity and kindly request a chance to reschedule at your convenience.

Kind regards,

Keyur Talaviya

3.Reminder Email

From: Keyurtalaviya@gmail.com

To: qa.team@innovatech.com

Subject: Gentle Reminder: QA Testing for Website Module

Dear QA Team,

I hope this message finds you well. This is a gentle reminder regarding the QA testing for the latest website module, scheduled for completion by 30 September 2025. Kindly let me know if any clarification or additional support is required from the web development team to ensure timely completion.

Thank you for your continued efforts and collaboration.

Best regards,

Keyur Talaviya

4. Asking for a Raise in Salary

From: Keyurtalaviya@gmail.com

To: manager@company.com

Subject: Request for Salary Increase Discussion

Dear Team Manager,

I hope you are doing well. I am writing to kindly request a discussion regarding my current salary. Over the past 1.5 years, I have contributed to projects including developing the web module, optimizing website performance, integrating third-party APIs, mentoring junior developers, and implementing automated testing scripts, resulting in improved user engagement, reduced load times, and enhanced team productivity.

I would greatly appreciate the opportunity to meet at your convenience to discuss a potential salary adjustment.

Thank you very much for your time and consideration.

Best regards,

Keyur Talaviya

5. Resignation Email

From: Keyurtalaviya@gmail.com

To: manager@company.com

Subject: Resignation from Front-End Developer Position

Dear HR Team,

I am writing to formally resign from my position as Front-End Developer at Innovatech Solutions, effective 30 September 2025, providing the required notice period of 2 weeks.

I sincerely appreciate the opportunities and support I have received during my time here, including working on projects such as the Web Module and contributing to optimizing website performance and mentoring junior developers.

I am committed to ensuring a smooth transition and will complete pending tasks and assist in handing over my responsibilities before my departure.

Thank you very much for your guidance and support. I wish the company continued success and hope to stay in touch.

Best regards,

Keyur Talaviya