

Module 1: Effective Communication

1. Thank you Email :

To : abc@gmail.com

From : Khushalibhanderi453@gmail.com

Subject: Thank You for the DemoQa Project

Dear Sir,

Thank you for assigning the DemoQa Project . I appreciate the opportunity to work on this and demonstrate my learning.

I've reviewed the instructions carefully and will begin working on it right away. If I have any questions or need clarification, I'll be sure to reach out before the due date.

Thank you again for entrusting me with this task. I'm looking forward to completing it and receiving your feedback.

Best Regards,

Khushali Bhanderi,

Testing Team,

Khushalibhanderi453@gmail.com

2.Letter of Apology:

To : XYZ@gmail.com

From : Khushalibhanderi453@gmail.com

Subject: Apology for the Delay in Response

Dear Sir,

I am writing to sincerely apologize for the delay in responding to your email. I understand that timely communication is essential, and I regret any inconvenience this may have caused.

I take full responsibility for not addressing your concern promptly. To ensure this does not happen again, I have implemented a new system to manage and prioritize incoming communications more effectively.

Please feel free to reach out if you have any further questions or need assistance. I value our communication and am committed to providing you with the best service possible.

Once again, I apologize for any inconvenience caused and appreciate your understanding.

Best Regards,

Khushali Bhanderi,

Testing Team,

Khushalibhanderi453@gmail.com

3. Reminder Email :

To : Akash123@gmail.com

From : Khushalibhanderi453@gmail.com

Subject : Testing Task Reminder

Hi Akash ,

I hope you're doing well. I'm writing to kindly remind you about the upcoming Module Testing which is due on 20/07/2025.

Details for quick reference:

Task: Module Testing in Test for Home page Create Test Case With documents & Create Test Scenario And Bug Report Create Separate Sheet .

Due by: 20/07/2025

Submission method: Email Attached PDF

Please let me know if you need any clarification or assistance—I'm happy to help.

Thank you in advance for your attention to this, and I look forward to your submission.

Best Regards,

Khushali Bhanderi,

Testing Team,

Khushalibhanderi453@gmail.com

8. Email to Your Boss About a Problem (Requesting Help)

To : Akash123@gmail.com

From : Khushalibhanderi453@gmail.com

Subject : Assistance Needed with Client Presentation

Dear Sir ,

I hope this message finds you well. I am reaching out to seek your guidance on a challenge I am currently facing with the upcoming client presentation.

Despite my efforts to incorporate all client feedback, I have encountered difficulties aligning the presentation with the latest branding guidelines. This has resulted in delays in finalizing the slides.

I would greatly appreciate your advice on how to proceed. If possible, I would like to resolve this by the end of the week to ensure timely delivery.

Thank you for your time and consideration. I look forward to your guidance on this matter.

Sincerely,

Khushali Bhanderi,

Testing Team,

Khushalibhanderi453@gmail.com

9. Resignation Email :

To : Akash123@gmail.com

From : Khushi_ bhanderi

Subject : resign from my position

Dear Sir ,

I hope this message finds you well. I am writing to formally resign from my position as Quality Analysis at Xyz Infotech , effective Last Working Day 31/07/2025.

This decision was not made lightly. After careful consideration, I have decided to pursue my personal reasons . I am grateful for the opportunities and experiences I've had during my time here and appreciate the support and guidance provided by you and the team.

I am committed to ensuring a smooth transition and am willing to assist in training my replacement or handing over my responsibilities to ensure continuity.

Thank you once again for the opportunity to be a part of [Company Name]. I wish you and the team continued success in the future.

Sincerely,

Khushali Bhanderi,

Testing Team,

Khushalibhanderi453@gmail.com

