Module 1: Effective Communication

1. **Thank you Email**

**Subject:** Thank You for the Amazing Beauty Products!

Dear Ashika,

I hope you are doing well.you gift me a beauty products it is very beautiful . I just wanted to say a huge thank you for the amazing beauty products you gifted me. It was such a sweet surprise, and I’m so touched that you thought of me.

I can’t wait to try out everything—it all looks so luxurious and lovely! Your thoughtfulness truly means a lot, and I feel so pampered and special because of you. You always know how to make me smile! All the beauty products are really healthy and beautiful. I was just thinking about buying them, and at that moment, you gifted them to me and made me so happy. You are truly my best friend.

Thank you again for being such a wonderful friend. I’m really looking forward to using these products and thinking of you every time I do!

With lots of love,

Dave khushi

1. **Asking for a Raise in Salary**

**Subject:** Request for Salary Review

Dear susmita medam,

I hope this email finds you well. I am writing to formally request a review of my current salary. Over the past two years, I have taken on increased responsibilities and contributed significantly to specific projects. I believe my efforts have had a positive impact on the team and the company’s overall success.

In particular, I have consistently exceeded targets, led successful projects, improved processes, trained new team member. I am passionate about my role and am committed to continuing to deliver high-quality work and support the team’s goals.

Given these contributions and the current market standards for my role, I would like to request a salary adjustment to more accurately reflect my experience, performance, and the value I bring to the organization. I would greatly appreciate the opportunity to discuss this matter further at your earliest convenience.

Thank you very much for your time and consideration. I look forward to continuing to grow with the team and contributing to our shared success.

Sincerely,  
Dave khushi  
Software Developer

**3. Resignation Email**

**Subject:** Resignation Letter

Dear Monika Medam,

I hope you are doing well. I am writing to formally resign from my position as software developer at Spark Indian company, effective last working day, usually two weeks from the date of this email.

I have thoroughly enjoyed working with the team and appreciate the opportunities for growth and development that I have been given here. I am grateful for the support and guidance provided to me during my tenure at Spark Indain company.

I will do my best to ensure a smooth transition, including completing any outstanding tasks and training my replacement if necessary. Please let me know how I can assist during this transition period.

Thank you once again for the opportunity to be part of spark Indian comapny. I look forward to staying in touch and wish you and the team continued success.

Sincerely,  
Dave Khushi  
Software Developer

**4.Introduction Email to Client**

**Subject:** Introduction from WebWorld

Dear Heena,

I hope this email finds you well. My name is Dave khushi, and I am Account Manager at Web world. I am excited to have the opportunity to work with you and support your needs.

At WebWold, we are committed to providing high-quality products/services and ensuring that our clients receive the best possible experience. I am here to help you with any questions, concerns, or requirements you may have.

Please feel free to reach out at any time, and I look forward to collaborating with you to achieve your goals. Thank you for choosing WebWold, and I am excited to get started!

Best regards,  
Dave Khushi  
Account Manager  
Phone: +91 9879678391

Email: [WebWorld@gmail.com](mailto:WebWorld@gmail.com)

**5. Reminder Email**

**Subject:** Friendly Reminder: Meeting Scheduled

Dear Kankita,

I hope you are doing well. This is a gentle reminder regarding [briefly state what you are reminding about the upcoming meeting on June 10.

Please let me know if you need any assistance or additional information. Your timely attention to this matter would be greatly appreciated.

Thank you for your cooperation.

Best regards,  
Dave Khushi  
Manager  
Phone: +91 9843597012

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