

Effective Communication

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. Thank You Email

From: kollurdevika@gmail.com

To: Mr. Rohan Sharma

Cc/Bcc:

Subject: Thank You for the Opportunity

Dear Mr. Sharma,

I would like to extend my sincere gratitude for taking the time to meet with me yesterday. Our discussion about the Frontend Developer position at BrightTech Solutions was truly insightful and motivating.

Thank you for considering my application and giving me the opportunity to present my skills and experience.

I appreciate your guidance and the clarity you provided about the role and company expectations.

I look forward to the possibility of working with your team.

Sincerely,

Devika Kollur

Phone: +91 98253 22839

Frontend Web Developer

(Signature Line)

2. Letter of Apology

From: kollurdevika@gmail.com

To: Ms. Priya Patel

Cc/Bcc:

Subject: Apology for Delay in Submission

Dear Ms. Patel,

I sincerely apologize for the delay in submitting the website design assignment that was due yesterday. Due to an unexpected technical issue, I was unable to complete the task on time.

I understand the inconvenience this may have caused and assure you that I have now resolved the issue and submitted the completed work.

Thank you for your understanding and patience.

Sincerely,

Devika Kollur

Phone: +91 98253 22839

Frontend Web Developer

(Signature Line)

3. Email of Inquiry / Requesting Information

From: kollurdevika@gmail.com

To: Admissions Office, ABC Institute

Cc/Bcc:

Subject: Inquiry Regarding Web Development
Certification Program

Dear Sir/Madam,

I am writing to request additional information regarding the Web Development Certification Program offered at your institute.

I would appreciate details about the course duration, syllabus, fees, and the admission procedure.

Kindly let me know if there are any eligibility criteria or important deadlines that I should be aware of.

Thank you in advance for your assistance.

Sincerely,

Devika Kollur

Phone: +91 98253 22839

Frontend Web Developer

(Signature Line)

4. Resignation Email

From: kollurdevika@gmail.com

To: HR Manager – WebTech Digital

Cc/Bcc:

Subject: Resignation Notice – Frontend Developer
Position

Dear Sir/Madam,

Please accept this email as formal notice of my resignation from the position of Frontend Developer at WebTech Digital, effective two weeks from today.

I appreciate the opportunities and support I have received during my tenure. I am grateful to have worked with such an excellent team and learned valuable skills that will support my future career.

I will ensure a smooth transition and hand over all pending tasks before my last working day.

Thank you once again for the experience.

Sincerely,

Devika Kollur

Phone: +91 98253 22839

Frontend Web Developer

(Signature Line)

5. Reminder Email

From: kollurdevika@gmail.com

To: Mr. Arjun Mehta

Cc/Bcc:

Subject: Gentle Reminder: Pending Website Content Submission

Dear Mr. Mehta,

This is a gentle reminder regarding the website content that was scheduled to be submitted by 8th December. I have not yet received the files and wanted to check if there are any updates.

Kindly share the content at your earliest convenience so that I can proceed with the next phase of the project.

Thank you for your cooperation.

Sincerely,

Devika Kollur

Phone: +91 98253 22839

Frontend Web Developer

(Signature Line)