**Effective Communication**

* **Write professional emails based of the following scenarios. Ensure clarity, conciseness, and a formal tone.**

1. **Thank You Email**

To:-example@gmail.com

**Sub:- thank you email**

Hey Dear Sir,

Hope you’re doing great!

Just wanted to drop you a quick note to say a big thank you for everything you’ve done recently. Your support and advice have been incredible. Honestly, I don’t know what I would’ve done without your help. Remember when you shared your thoughts on [specific advice or help provided]? That was super insightful for me. It’s not every day you find someone as generous with their time and smartas you. If there’s ever anything I can help you with, let me know. Can’t wait to catch up soon and hopefully return the favor!

Thanks a million for being amazing.

Best,

Krupali Yadav

**2.Reminder Email**

To:-example@gmail.com

Sub:-This are reminder email

Hello Dear Sir,  
  
 This is a friendly reminder about our meeting on 1st December at 4 PM. I’ve attached a copy of all details regarding the meeting too.  
  
 I look forward to talking soon!  
  
 Regards,   
 krupali yadav

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

To:- [Example@gmail.com](mailto:Example@gmail.com)

Sub:- Asking for a raise in salary

Hello sir,

I hope this email finds you well. I am writing to respectfully

request review of of my currently salary. having been

dedicated Member of the team for 2 years,I believe in a

discussion regarding my compensation would be appropriate

at the juncture.

My commitment to ﻿﻿responsibility and the results achieved reflect my dedication and value to the team.

I look forward to the opportunity to discuss this matter further.

Best regards,

**4. Reminder Email**

To:- [Example@gmail.com](mailto:Example@gmail.com)

Sub:- reminder email

Hello sir,

This is a friendly reminder about our meeting on 1st June at 4

PM. I’ve attached a copy of all details regarding the meeting

Too.

I look forward to talking soon!

Regards,

Krupali yadav

**5. Resignation Email**

To:- [example@gmail.com](mailto:example@gmail.com)

Sub:- Resignation Email

Hello sir,

I am writing to inform you of my decision to resign from my position as my position at this company, effective [last working day, typically two weeks from the date of the letter]. This decision comes after careful consideration and reflection on my career goals and personal aspirations.

Regards,

Krupali yadav