**Module 1: 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**
2. **Letter of Apology**
3. **Reminder Email**
4. **Resignation Email**
5. **Introduction Email to Client**

* **Write professional email. Ensure clarity, conciseness, and a formal tone.**

1. **Thank you Email**

**Subject:- thank you**

**Dear Sir,**

**I hope this message finds you well.**

**I am writing to express my sincere gratitude for thankful for understanding that I will be away for a few days e.g., "taking the time to meet with me yesterday" or "your assistance with the recent project". Your support and efforts are truly appreciated and made a meaningful difference.**

**Thank you once again for your time and consideration. I look forward to staying in touch and continuing our collaboration.**

**Best regards,  
Krupali Yadav**

* **Write professional email. Ensure clarity, conciseness, and a formal tone.**

**2.Letter of Apology**

**Subject:- Sincere Apology for I am not coming few days**

**Dear Sir,**

**I hope this message finds you well.**

**I am writing to express my sincere apologies for I am not coming few days because I am out of city in brother marriage rituals, etc. I fully acknowledge the inconvenience this may have caused and deeply regret the situation.**

**Please be assured that this matter has been taken seriously. We have reviewed the circumstances and taken appropriate steps to ensure this does not happen again.**

**Your understanding and patience are greatly appreciated. If there is anything I can do to rectify the situation or assist further, please do not hesitate to let me know.**

**Once again, I apologize for the inconvenience and thank you for your continued trust.**

**Warm regards,**

**Krupali Yadav**

* **Write professional email. Ensure clarity, conciseness, and a formal tone.**

**3. Reminder Email**

**Subject: Gentle Reminder: not coming for few days**

**Dear Sir,**

**I hope you are doing well.**

**This is a polite reminder regarding I am not coming for few days because**

**I am out of city for travelling. originally communicated on Date: May 3, 2025.Time frame: The period between May 4, 2025, and May 7, 2025. As of today, we have not yet received my few days holiday. We would appreciate it if you could my few days holiday by please request you.**

**Please let me know if you need any further information or assistance.**

**Thank you for your attention to this matter.**

**Kind regards,  
Krupali Yadav**

* **Write professional email. Ensure clarity, conciseness, and a formal tone.**

**4. Resignation Email**

**Subject: Resignation Letter – krupali yadav**

**Dear Sir,**

**I hope this message finds you well. I am writing to formally resign from my position as web design at Tops technology , effective Last Working Day,**

**In 30 may 2025.**

**This decision was not made lightly, as I have greatly appreciated the opportunities for professional and personal development during my time with the company. I am truly grateful for the support, guidance, and collaboration I’ve experienced while working with the team.**

**I will do my utmost to ensure a smooth transition by completing pending tasks and assisting in the handover process. Please let me know how I can be of help during this period.**

**Thank you once again for the opportunity to be a part of tops technology. I look forward to staying in touch and wish the team continued success.**

**Sincerely,  
Krupali Yadav**

* **Write professional email. Ensure clarity, conciseness, and a formal tone.**

**5.Introduction Email to Client**

**Subject: Introduction – Krupali Yadav**

**Dear Nisha Gupta,**

**I hope this message finds you well.**

**My name is krupali yadav, and I am web designing at tops technology. I am reaching out to introduce myself as your primary point of contact moving forward. I look forward to supporting you and ensuring a smooth and productive collaboration.**

**Please feel free to reach out to me directly for any questions, concerns, or assistance you may need. I am here to help and ensure your experience with us is a positive one.**

**Looking forward to working with you.**

**Best regards,  
krupali Yadav  
Web Design**

**Tops technology  
1234567899  
krupaliyadav@gmail.com**