**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**

**Subject:** Thank You for Your Support

Respected Sir,

I hope you are doing well. I wanted to thank you for your support and guidance. Your help during project meant a lot to me.

I’ve learned a lot from you and really appreciate your time and effort.

Thanks again for everything.

Best regards,  
Mahek

**2. Letter of Apology**

**Subject:** I’m Sorry for the Mistake

Respected Sir,

I’m writing to say sorry for missing a deadline. I understand that it caused a problem, and I take full responsibility.

I’ve already taken steps to fix it and make sure it doesn’t happen again.

Thank you for your understanding.

Sincerely,

Mahek

**3. Email to Boss Asking for Help**

**Subject:** Need Your Help with a Problem

Respected Ashish Sir,

I hope you’re doing well. I’m facing a problem with the current data reporting process, and I’ve tried to solve it but haven’t had success.

Could we please talk sometime soon so I can get your advice? It would really help.

Thank you for your time.

Best regards,

Mahek

**4. Asking for a Raise**

Subject: Request for Salary Increase

Respected Sir,

I hope you are well. I’m writing to ask if we can talk about my current salary. Over the past 2 years, I’ve taken on more work and helped with analysis and visualization of data.

I believe I’ve added value to the team and would be grateful if we could discuss a raise.

Please let me know when it would be a good time to talk.

Thanks and regards,

Mahek

**5. Resignation Email**

Subject: My Resignation from Data Scientist

Respected Sir,

I’m writing to let you know that I’m resigning from my job as Data Scientist at Delloite, and my last working day will be 20/08/2025.

This was a hard decision because I’ve really enjoyed working here. Thank you for the support and opportunities you’ve given me.

I’ll do my best to hand over my work smoothly. Please let me know how I can help.

Sincerely,

Mahek