module 1: Effective Communication

1. Thank you Email

**Subject :** Thank you for Approving Work from Home

Respected Sir,

Thank you for approving my request to work from home. I appreciate your understanding and flexibility. I am committed to maintaining productivity and meeting deadlines.

Best regards,

Manali Bhuva

Network engineer

Kyndryl Technology & services

1. Reminder Email

**Subject :** Reminder: Discussion of new tasks and assignments

Dear Mr. Rakesh,

This is a friendly reminder that we have a meeting scheduled for discussion of new tasks and assignments.

PFB details of the meeting.

Date : 10th January,2025

Time : 10 pm onwards

Location : Sips Café

We look forward to seeing you there!

Best regards,

Manali Bhuva

1. Asking for a Status Update

**Subject**: Request for Status Update

Dear Mr. Bhimshetty

I hope you're doing well. Our team wanted me to follow up and kindly request an update on the current status of our ongoing website of “Darian Enterprise”. If there's anything you need from my side to move things forward, please let me know.

Looking forward to hearing from you.

Best regards,  
Manali Bhuva

Network Engineer

Kyndryl Technology & services

1. Resignation Email

**Subject :** Notification of Resignation

Dear Mr. Shah,

I am writing to inform you of I’m resigning from my position as Network Engineer at Kyndryl Technology & services, effective 11th January, 2025.

I appreciate the opportunities I have had while working at Kyndryl Technology & services, and I am grateful for the experience and knowledge gained.

I will do my best to ensure a smooth transition of my responsibilities and complete any outstanding tasks before my departure.

Thank you again for the opportunity to work at Kyndryl Technology & services. We will be in touch, My Contact details are shared below

Email : manalipaghadar12@gmail.com

Sincerely,

Manali Bhuva

Network Engineer

Kyndryl Technology & services

1. Introduction Email to Client

**Subject**: Introduction

Dear Mrs. Yadav,

I hope this email finds you well. My name is Manali Dipesh Bhuva, and I am Network Engineer at Kyndryl Technology & services.

I wanted to take a moment to formally introduce myself and express my enthusiasm about working with you and your team.

I look forward to supporting your needs and ensuring a successful collaboration. Please don't hesitate to reach out if you have any questions or require assistance.

Best regards,  
Manali Bhuva

Network Engineer

Kyndryl Technology & services