Module 1: Effective Communication

**1.Thank you Email**

**From:** [mansisheth1527@gmail.com](mailto:mansisheth1527@gmail.com) **To:** [spatell2813@gmail.com](mailto:spatell2813@gmail.com)

**Subject:** Thanking the interviewer for their time and consideration

Dear mam,

I hope you are doing well. I wanted to thank you for taking the time to meet with me today to discuss the UX designer position at Onething Design. I truly appreciate the opportunity to learn more about the role and your team.

Our conversation about the UX Designer position was inspiring, and it was fantastic to learn more about the role.

The job sounds exciting, and I think I would be an ideal candidate. Please contact me if you want to discuss this further. Thanks again for the opportunity.

Best Regards,

Mansi Sheth

Mobile: 9586456264

**2.Letter of Apology**

**From:** [mansisheth1527@gmail.com](mailto:mansisheth1527@gmail.com) **To:** [spatell2813@gmail.com](mailto:spatell2813@gmail.com)

**Subject:** Apology for Missing a Meeting

**Dear mam,**

I hope this message finds you well. Please accept my apologies for missing our meeting today due to an unexpected personal emergency. A personal matter arose unexpectedly that required my immediate attention and made it impossible for me to attend.

I deeply regret any inconvenience this may have caused. I understand the importance of our discussions and assure you this will not happen again.

I am committed to making up for lost time and would like to reschedule our meeting at your earliest convenience. Please let me know what time works best for you.

Thank you for your understanding.

Best Regards,

Mansi Sheth

Mobile: 9586456264

**3.** **Reminder Email**

**From:** [mansisheth1527@gmail.com](mailto:mansisheth1527@gmail.com) **To:** [spatell2813@gmail.com](mailto:spatell2813@gmail.com)

**Subject:** Reminder for Upcoming Meeting

**Dear mam ,**

**I hope this message finds you well.** Just a quick reminder about our team meeting scheduled for:

**Date: 2nd june, Monday**,  
**Time:** 11 AM,  
**Location:** Conference Room , 2nd Floor.

Please let me know if there are any changes to your availability or if you'd like to add anything to the agenda. Looking forward to our discussion.

Thanks you and see you soon!

Best Regards,

Mansi Sheth

Mobile: 9586456264

**4. Email to Your Boss About a Problem (Requesting Help)**

**From:** [mansisheth1527@gmail.com](mailto:mansisheth1527@gmail.com) **To:** [spatell2813@gmail.com](mailto:spatell2813@gmail.com)

**Subject:** Problem Identified – Requesting Help to Resolve

Dear mam,

I hope you are doing well. I am facing with the UX design project. I've identified a problem with the payment flow in the **laptop world project** Users are frequently dropping off during the checkout process, potentially due toconfusing payment options.

I'm looking for your expertise to help fix this problem. I'm hoping we can solve this problem’s solutions together.

Your insights would be greatly appreciated. Please let me know if you're available for a quick chat to discuss this further.

Best Regards,

Mansi Sheth

Mobile: 9586456264

**5.Resignation Email**

**From:** [mansisheth1527@gmail.com](mailto:mansisheth1527@gmail.com)

**To:** [spatell2813@gmail.com](mailto:spatell2813@gmail.com)

**Subject:** Resignation Announcement

**Dear mam,**

**Through this email,** I am writing to formally resign from my position as UX Designer at OneThing Design effective two weeks from today. I have decided to accept a new job offer that provides better compensation and benefits.

This was not an easy decision, as I have enjoyed working at OneThing Design and have valued the opportunities and experiences I’ve had here.

I am committed to making this transition as smooth as possible over the next two weeks. Please let me know how I can assist in wrapping up my current projects or helping to train my replacement.

Thank you for your understanding. I hope we can stay in touch and wish everyone at OneThing Design continued success.

Best Regards,

Mansi Sheth

Mobile: 9586456264