

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

Dear ma'am/sir,

I hope this message finds you well.

I am writing to express my sincere gratitude for your support during the app development project. Your guidance and encouragement significantly contributed to the successful outcome.

I truly appreciate your time and effort and look forward to continued collaboration.

Warm regards,
Meet Karavadiya

2. Letter of Apology

Subject: Apology for the Inconvenience

Dear ma'am/sir,

I hope you're doing well.

I want to sincerely apologize for bugs in the application. I understand this may have caused inconvenience, and I take full responsibility for the situation.

I have already taken corrective measures and will ensure this does not recur. Thank you for your patience and understanding.

Sincerely,
Meet Karavadiya

3. Reminder Email

Subject: Friendly Reminder: Client Meeting

Dear ma'am/sir,

I hope you're doing well.

This is a gentle reminder regarding meeting with the client scheduled for tomorrow 7 pm. Kindly confirm your availability or share any updates at your earliest convenience.

Please let me know if you require any assistance.

Best regards,
Meet Karavadiya

4. Resignation Email

Subject: Formal Resignation Notice – Meet Karavadiya

Dear ma'am/sir,

Please accept this email as formal notice of my resignation from my position as Ui/Ux Designer at prognostic infotech.

This decision was not easy, as I have greatly valued my time and growth here. I am grateful for the opportunities and support I've received and will do my best to ensure a smooth transition.

Thank you once again for everything.

Best regards,
Meet Karavadiya

5. Introduction Email to Client

Subject: Introduction – Meet Karavadiya, Prognostic Infotech

Dear Sir,

I hope this message finds you well.

My name is Meet Karavadiya, and I am Ui/Ux designer at prognostic infotech. I will be your point of contact for the taxi application development. I'm looking forward to working with you and ensuring a seamless experience.

Please feel free to reach out to me directly for any queries or support. I look forward to a successful collaboration.

Kind regards,
Meet Karavadiya
Ui/Ux Designer