

Module 1: Effective Communication

(1) Thank You Email

Dear Prachi Bohra mam,

I hope you're doing well.

I just wanted to take a moment to sincerely thank you for your support and valuable guidance,

I truly appreciated your kindness and I was very thankful to god. that I got the opportunity to learn from you. It was very helpful and gave me a lot to think about.

I'm even more excited about soft skills and I'm looking forward to hearing from you soon.

Thank you once again for your time and kindness.

Best regards,

Mohammed mustved

Backend developer

9714xxxxxx28

(2) Asking For Raise in Salary

Dear mam/sir,

I hope this email finds you well.

I am requesting throughout this email that I want to discuss my current role and compensation.

Over the past 1.5years since I am working in this company with full of coordinated way including important projects

Such as:

In the march time when most of the employees are on the vacation that time i worked daily 1 hour extra i did extra projects

and In june time one customer project is pending sense one month and customer is very angry so then you told me to do this project very quickly i did his project in only 5 days.

I have consistently received positive feedback,and I believe I have added meaningful value to the team and the organization during the period.

Considering my contributions,strong performance,current market rates for similar positions,i would like to respectfully request a salary review.

I am hoping for a salary adjustment of around 25k,though I am very open to discussion and finding a solution that works well for both sides.

Thank you very much for considering my request.

Looking forward to your thoughts.

warm regards,

Mohammed mustved

Backend developer

9714xxxxxx28

(3) Reminder Email

Dear Mohammed mustved,

I hope this email finds you well.

**I'm just dropping a quick note to kindly remind you about this year's
PUBG tournament.**

Information we discussed earlier

Tournament last register date is 18/01/2026

registration link

:- <https://docs.google.com/forms/d/e/1fiqlskxwebmigfvgvghvhdtyf-ihuinjnkjform>.

**I completely understand you have a busy schedule-please feel free to ask
me any further details.**

Thank you for your attention on this.I'm looking forward to your response.

best regards

Mohammed mustved

team leader

9714xxxxxxx28

(4) Resignation Email

Dear mam/sir,

I hope this email finds you well.

After careful consideration, I am writing to formally resign from my position as Backend Developer, effective 30 days from today as per your notice period., february 14,2026.

My last day will be 14-02-2026.

I am truly grateful for the opportunities I have had during my time here,and I contributed to some really meaningful projects.

Thank you for your guidance,support,and trust over the years.

I'm fully committed to ensuring a smooth transition.I'm happy to assist with handover,documentation, training my replacement,or any other tasks during remaining time.

Please let me know how I can best support the team during this period.

Thank you once again for everything.

best regards,

Mohammed mustved

Backend Developer

9714xxxxxx28

(5) Email Asking For a Status Update

dear mohammed mustve,

I hope you're doing well.

I'm just checking in to kindly request a quick status update on the PUBG tournament.

We had discussed the tournament going to start on 18-01-26.

I would greatly appreciate it if you could let me know the current status and any revised timeline when you get a chance.

Please feel free to share even a brief update- it would help me plan the next steps accordingly.

Thank you so much for your time and support!

Looking forward to hearing from you soon.

best regards,

Mohammed mustved

Backend developer

9714xxxxxxxxx28