

# 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

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Subject : Letter of Appreciation - Nirav

Dear Mr. Smith

Greetings! I am writing this letter to present my gratitude for your kind gesture.

I really appreciate your actions with regards to the matter which impact me and my position here. I look forward to work with you and I trust we shall accomplish a lot together.

Please feel free to contact me if I can be of any help.

Yours faithfully

Nirav More

## 2. Letter of Apology

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Subject: Letter of Apology - Nirav

Dear Mr. Smith,

Greetings! I am writing this email to express my regret with regards to the ongoing situation.

I sincerely apologize for any harm I might have caused due to my actions. I can assure you that I do not have any ill intentions towards you. I trust you might understand my current situation. I am looking forward to work with you with all my best efforts.

Please feel free to contact me if I can be of any help.

Yours sincerely

Nirav More

### 3. Reminder Email

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Subject : Reminder Email – Monday Report

Dear Mr. Smith,

Greetings! I am writing this email to inform you about the approaching deadline for submitting the report as discussed which is due by Monday. This is just to make sure you do not miss out on it.

Please feel free to contact me if any queries.

Yours faithful

Nirav More

#### 4. Quotation Email

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Subject : Quotation of required project

Dear Mr. Smith,

Greetings! I am writing this email to request project quotation, related details and documents of the project.

I would appreciate you to include complete breakdown of the financial factors. Please add details of additional resources and related expenses that might be required as the project progresses. Also share all the related terms and conditions that will help us with the feasibility study for the project.

Please feel free to contact me if any further queries.

Yours faithfully

Nirav More

## 5. Resignation Email

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Subject : Resignation letter – Nirav More – Developer

Dear Mr. Smith,

Greetings! I am writing this email to inform you that I am willing to resign from my position as a developer.

I recently came across a job opportunity that is able to provide me a good package and a higher position of Senior Developer. I have shared a copy of the offer letter as an attachment. I will be completing all the required formalities before my last day here. As per the company policy, my notice period will be for the next 30 days. I will be happy to complete all the handover procedures with my successor.

I trust you will consider my resignation letter and feel free to contact me if I can be of any help.

Yours sincerely

Nirav More