**Module 1: Effective Communication**

**1. Thank You Email**

**Subject: Thank You for Your Support**

**Dear Ms. Sharma,**

I hope this message finds you well.

I am writing to sincerely thank you for your guidance and support during the recent client onboarding process. Your insights and encouragement greatly contributed to the successful completion of the task.

I truly appreciate your time and expertise, and I look forward to future collaborations.

Warm regards,  
Prashant Singh  
Business Development Executive  
Global Tech Solutions Pvt. Ltd.

**2. Letter of Apology**

**Subject: Apology for the Delay**

Dear Ms. Kapoor,

I apologize for the delay in submitting the market research brief. I understand the importance of timely communication and regret any inconvenience this may have caused.

The report has now been sent, and I’ll ensure future submissions are delivered as scheduled.

Thank you for your patience.

Best regards,  
**Ananya Desai**  
**Marketing Analyst**

**3. Reminder Email**

**Subject: Gentle Reminder: Submission of Design Draft**

Dear Mr. Batra,

I hope you’re doing well.

This is a kind reminder regarding the **website design draft** that was scheduled to be submitted by **26th June 2025**. Please let me know if there are any updates or if you require any assistance from our side.

Looking forward to your response.

Best regards,  
**Rahul Mehra**  
**UI/UX Coordinator**  
**PixelNova Technologies**

**4. Asking for a Raise in Salary**

**Subject: Request for Salary Review**

Dear Mr. Sinha,

I hope you're well.

I’d like to kindly request a review of my current salary based on my recent performance and contributions as **Client Relationship Manager**. I believe my efforts have added strong value to the team, and I’d appreciate the opportunity to discuss this further.

Thank you for your time.

Best regards,  
**Tanvi Nair**  
**Client Relationship Manager**  
**NexaCore Solutions Pvt. Ltd.**

**9. Resignation Email**

**Subject: Resignation Notice**

Dear Ms. D’Costa,

I hope you're doing well.

Please accept this email as formal notice of my resignation from the position of Operations Executive at LogiWave Services, effective 15th July 2025.

I am grateful for the support and opportunities I've received during my time here. I will ensure a smooth handover of my responsibilities before my departure.

Thank you once again.

Sincerely,  
Karan Malhotra  
Operations Executive  
LogiWave Services Pvt. Ltd.