

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.

Thank You for Your Guidance and Support

Om Patel (omviralpatel090106@gmail.com)

Thank You for Your Guidance and Support

Dear Sir,

I hope this message finds you well. I wanted to express my sincere gratitude for your guidance and support during specific project / task.

Your assistance has been invaluable and has helped me achieve specific outcomes.

Thank you once again for your time and encouragement.

Best regards,
Patel Om

2. Letter of Apology .

Apology for the Incident

Om Patel (omviralpatel090106@gmail.com)

Apology for the Incident

Dear Sir ,

I sincerely apologize for describing the mistake / incident. I understand the inconvenience it may have caused and take full responsibility.

I assure you that steps have been taken to prevent this from happening again. I hope you will accept my apology.

Thank you for your understanding.

Sincerely,
Patel Om

5. Email of Inquiry for Requesting Information.

Request for Information on specific topics

Om Patel (omviralpatel090106@gmail.com)

Request for Information on specific topics

Dear Sir ,

I hope you are doing well. I am writing to request information regarding [specific topic]. Could you please provide me with details on [specific questions or documents required]?

Your assistance will be greatly appreciated.

Thank you in advance.

Best regards,

Patel Om

7. Asking for a Raise in Salary .

Revision of Salary Request

Om Patel (omviralpatel090106@gmail.com)

Revision of Salary Request

Dear Sir ,

I hope you are doing well. I would like to discuss a potential revision in my salary based on my contributions and performance over the past [time period].

I have consistently [mention achievements/responsibilities], and I believe my efforts have added significant value to the team and company.

I would appreciate the opportunity to discuss this further at your convenience.

Thank you for considering my request.

Sincerely,

Patel Om

9. Resignation Email .

Resignation from Software Engineer

Om Patel (omviralpatel090106@gmail.com)

Resignation from Software Engineer

Dear Sir ,

I am writing to formally resign from my position as Software Engineer at ABC Technologies Pvt. Ltd., effective from [last working date].

I am truly grateful for the opportunities, learning experiences, and support I have received during my tenure.

I will ensure a smooth transition and complete the handover of my responsibilities before my departure.

Thank you once again for your guidance and support.

Sincerely,
Patel Om