

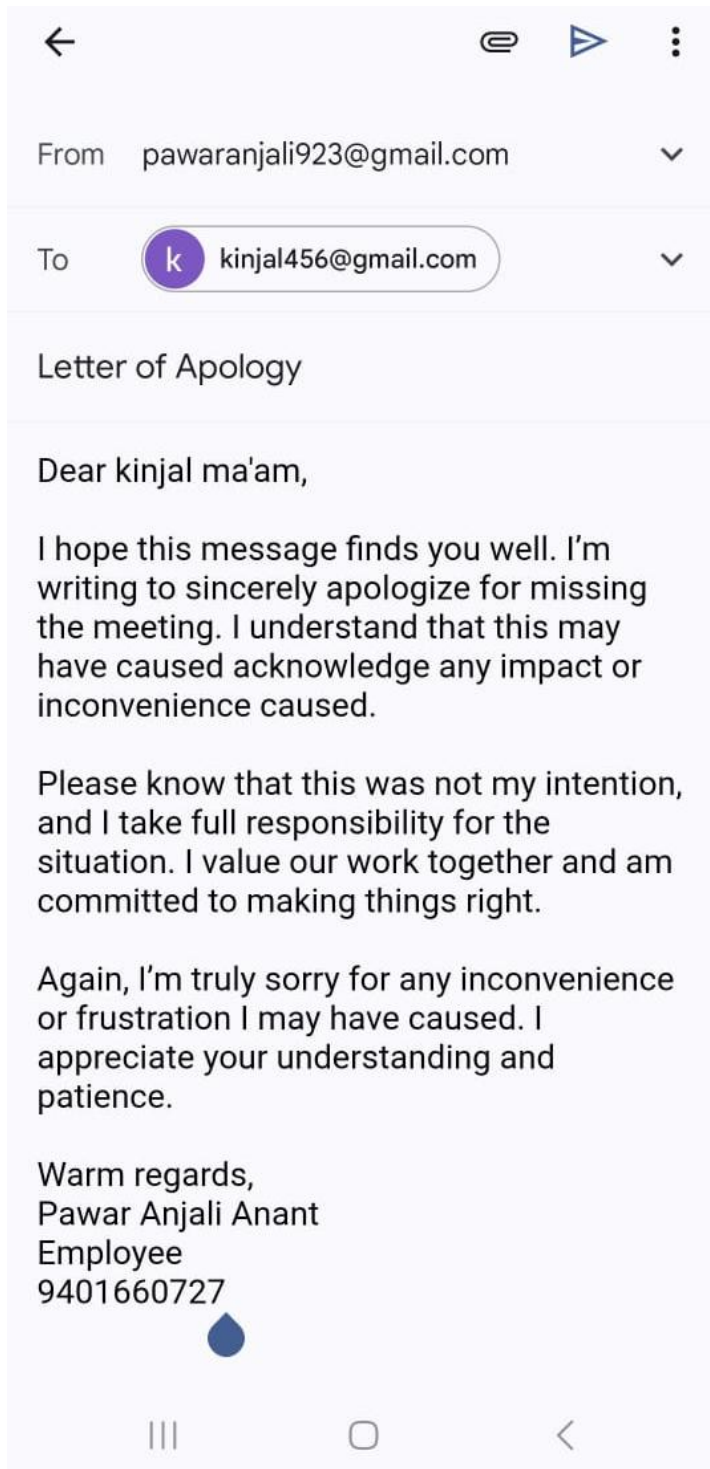
Module 1: Effective Communication

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

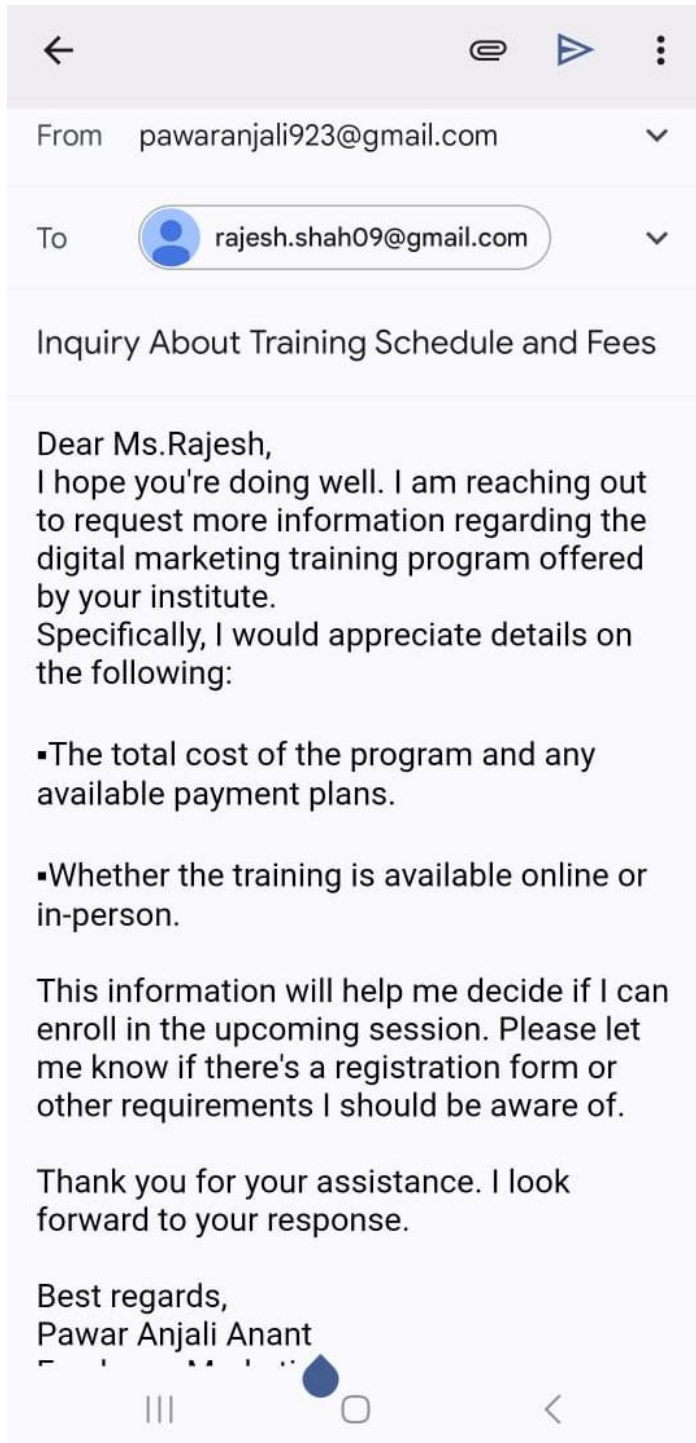
1. Thank you Email :



2. Letter of Apology ::



3. Email of Inquiry for Requesting Information :



4. Asking for a Raise in Salary :



5. Resignation Email :

