

# Module 1: Effective Communication

**Subject:** Thank You for Your Guidance on the Project

Dear Mr. Sharma,

I hope you are doing well.

I am writing to thank you sincerely for your guidance during the project meeting on June 1st. Your advice on managing the project timeline helped me understand the critical steps needed to meet our deadlines effectively.

I truly appreciate the time you took to explain the key points and support me throughout the process.

Thank you again for your valuable help.

**Best regards,**

Akhil Kumar

Frontend Developer

akhil.kumar@email.com

+91-9876543210

**Subject:** Apology for the Delay in Project Submission

Dear Mr. Ajay,

I hope you are doing well.

I am writing to sincerely apologize for the delay in submitting the project report, which was due on May 30th. Unfortunately, unforeseen technical issues with the data processing software caused the delay, and I was unable to complete the report on time.

I understand the importance of timely delivery and assure you that I have taken necessary steps to resolve the issue. I am committed to submitting the finalized report by June 5th without further delay.

Thank you for your understanding and patience.

Please accept my sincere apologies for any inconvenience caused.

**Best regards,**

Rohit Jadeja

Project Coordinator

Rohit123@email.com

+91-9976323211

**Subject:** Resignation Notice

Dear Varun Patel,

I hope you are well.

I am writing to formally resign from my position as Full-Stack Developer at Code Block, effective two weeks from today, June 15th, 2025. Due to personal reasons, I have decided to step down and focus on other priorities at this time.

I want to sincerely thank you and the team for the support and opportunities provided during my tenure. I am committed to ensuring a smooth handover of my responsibilities over the next two weeks.

Please let me know how I can assist during the transition period.

Thank you for your understanding.

**Best regards,**  
Tirth Gajipara  
Tirth34@email.com  
+91-9096778923

**Subject:** Quotation for Office Furniture Supply

Dear Mr. Varma,

I hope you are doing well.

As per your request, please find below the quotation for the office furniture supply:

<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price (INR)</b>	<b>Total Price (INR)</b>
Executive Office Chairs	10	4,500	45,000
Wooden Desks (5 ft. x 3 ft.)	8	7,000	56,000
Filing Cabinets	5	3,200	16,000

**Total Amount:** INR 1,17,000

This quotation is valid until June 15, 2025. Delivery will be made within 10 business days from the date of order confirmation.

Please feel free to contact me if you have any questions or need further clarification.

We look forward to your confirmation and the opportunity to serve you.

Thank you,

**Best regards,**

Sanjay Pansuriya

Sales Coordinator

ABC Office Solutions

sanjaypansuriya678@email.com

+91-8903543745

**Subject:** Introduction – Sachin Sapru from XYZ pvt. Ltd.

Dear Jatin Chopra,

I hope this email finds you well.

My name is Sachin Sapru, and I am the Manager at XYZ pvt. Ltd. I wanted to take a moment to introduce myself as your point of contact for company work moving forward.

I am here to assist you with any questions or requirements you may have and to ensure a smooth and successful collaboration. Please feel free to reach out to me directly at any time.

I look forward to working with you and building a strong partnership.

Thank you,

**Best regards,**  
Sachin Sapru  
Manager  
XYZ pvt. Ltd.  
SS420@email.com  
+91-9105678352