

Module 1: Effective Communication

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

1. Thank you Email
2. Letter of Apology
3. Asking for a Raise in Salary
4. Email to Your Boss About a Problem (Requesting Help)
5. Resignation Email

➤ **Thank-You Email:**

Subject: Thank you for your time

Dear sapna Patel,

Thank you for taking the time to interview me for the UI UX designer position. I enjoyed learning more about the role and the team.

I was particularly interested in designing and sketching. I believe my skills and experience in adobe skill or experience] would be a valuable asset to your team.

Thank you again for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Princy Vaishnav,

Mob- 9106591456 Email- princyvaishnav@gmail.com

➤ **Apology Email:**

Subject: Apology for the miscommunication

Dear **sapna Patel**,

I am writing to apologize for the recent miscommunication regarding salary increment. I understand that the way I speak to you led to confusion and misunderstanding.

I am committed to improving our communication and will take steps to avoid similar situations in the future.

Thank you for your understanding.

Sincerely,

Princy Vaishnav,

(UI UX Designer)

9662633357,

Rajkot- Gujarat

➤ **Ask For A Raise in Salary Email:**

Subject: Ask for a raise in salary

Dear **Sapna Patel**,

I'm writing to ask for a raise of my current salary. I've been working at Uniflex UI Design Group for 5 years, and during this time, I've consistently exceeded expectations in my role as Product Designer. I've taken on additional responsibilities, including create prototypes and wireframes, present design and have contributed a responsive designs to the users.

I believe my contributions have been valuable to the team and the company as a whole. I would be grateful for the opportunity to discuss my compensation and explore potential adjustments.

Thank you for your time and consideration.

Sincerely,

Vaishnav Princy,
(Product Designer)

➤ **Email to Your Boss About a Problem (Reques ng Help):**

Subject: Guidance on project assign

Dear **Sapna Patel**,

I'm wri ng to inform you about a guide need to countered the task. This issue is impac ng on graphics.

I've already tried every pla orms to solve the this issues, but unfortunately, the problem persists. I believe that your exper se and guidance would be invaluable in resolving this issue.

I would be grateful if we could schedule a mee ng to discuss this further. Please let me know if you're available on 25/11/24 at 10:30PM.

Thank you for your me and a en on to this matter.

Sincerely,

Vaishnav Princy,
Product Designer
(9662633357)

➤ **Resignation Email:**

Subject: Resignation from position Product Designer

Dear **Sapna Patel**,

Please accept my resignation from my position as Product Designer at Uniflex UI Design Group, effective 22-11-2024.

I want to express my sincere gratitude for the opportunities and experiences I've gained during my time at Uniflex UI Design Group. I've learned a great deal and value the relationships I've built with my colleagues.

I have accepted a new position that aligns more closely with my career goals.

I am happy to assist in the transition process and ensure a smooth handover of my responsibilities. Please let me know if there's anything specific you'd like me to focus on during my remaining time here.

Thank you again for the opportunities. I wish Uniflex UI Design Group continued success.

Sincerely,
Abhilash Dubey
(9662633357)