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 me 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 me 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)

9106591456,

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 Uni flex UI Design Group for 5 years, and during this me, 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 design 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 me and consideration.

Sincerely,
Vaishnav Princy,
(Product Designer)

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

Subject: Guidance on project assign

Dear **Sapna Patel,**

I'm writing to inform you about a guide need to countered the task. This issue is impacting on graphics.

I've already tried every platform to solve this issue, but unfortunately, the problem persists. I believe that your expertise 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 time and attention 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 Uni flex UI Design Group, effective 22-11-2024.

I want to express my sincere gratitude for the opportunities and experiences I've gained during my me at Uni flex 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 me here.

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

Sincerely,
Princy Vaishnav
(9662633357)