# **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**

From:priyankapathar88@gmail.com

to:chaitanya33@gmail.com

**Subject:** Soft Skill: Thank You, Chaitnya Sir

Dear Chaitnya Sir,

I hope you are doing well. I am writing to sincerely thank you for the valuable session on effective communication conducted as part of the soft skills training.

Your insights were practical, engaging, and highly relevant to real-world scenarios. The techniques and examples you shared helped clarify the importance of clear, respectful, and purposeful communication in both professional and personal contexts.

I truly appreciate the time and effort you invested in the session and look forward to applying what I’ve learned in my daily interactions.

Thank you once again for your guidance and support.

Warm regards,  
 Priyanka pathar

2.  **Reminder Email**

From:priyankapathar88@gmail.com

to:chaitanya33@gmail.com

**Subject:** Reminder: Assignment Submission

Dear Chaitanya Sir,

I hope you are doing well. I am writing to kindly remind you about the assignment submission for [mention subject or topic, if applicable].

Please let me know if there is a specific deadline or any additional instructions we should follow. I want to ensure that my submission meets the required expectations and is turned in on time.

Thank you for your support and guidance.

Warm regards,  
   
Pathar priyanka

**3. Introduction Email to Client**

From:priyanka pathar

To:nirma

Subject: Introduction –priyanka pathar, Your Point of Contact at nirma

Dear krupali chouhan,

I hope you are doing well.

My name is priyanka pathar, and I have recently joined nirma as chemical engineering.

I will be your primary point of contact moving forward At I look forward to working with you and contributing to the continued success of our partnership.

Warm regards,  
 Pathar priyanka  
Chimecal engineering

**4. Email to Your Boss About a Problem (Requesting Help)**

From:priyanka pathar

To:hiren sir

**Subject:** Request for Guidance Regarding Salary Increment

Dear Hiren Sir,

I hope you are doing well.

I am writing to seek your guidance regarding my pending salary increment. I have noticed that the increment has not been reflected in the recent payroll cycle, and I would appreciate your support in understanding the current status.

If there are any formalities or documentation still required from my side, please do let me know. I am committed to fulfilling all necessary steps and would be grateful for your assistance in resolving this matter.

Thank you for your time and consideration.

Warm regards,  
 Priyanka Pathar

**5.**  **Resignation email**

From:pathar priyanka

To:hirensir

**Subject:** Resignation Notice – Priyanka Pathar

Dear Hiren Sir,

I hope you are doing well.

I am writing to formally announce my resignation from my position as employ at nirma,This decision was not easy, as I have enjoyed my time working here and appreciate the opportunities for growth and development that I have been given. I am truly grateful for the support, guidance, and mentorship I have received during my tenure.

Please let me know how I can assist in making the transition as smooth as possible during my remaining time here. I am committed to ensuring all my responsibilities are handed over effectively.

Thank you again for everything, and I hope we can stay in touch.

Warm regards,  
 Priyanka Pathar