

Module 1: Effective Communication

1) Thank You Email

Subject: Thank You for Your Assistance

Respected Professor,

I hope this message finds you well. I am writing to sincerely thank you for your guidance and support with my project documentation. Your expertise and feedback greatly helped in ensuring the work was comprehensive and well-organized.

I truly appreciate the time you dedicated to assisting me.

Thank you once again for your support.

Best regards,

Priyanshi Patel,

IT Department

2) Letter of Apology

Subject: Apologies for Missing Your Wedding

Dear Reshma,

I sincerely apologize for not being able to attend your wedding due to personal reasons. I regret missing such a special occasion and hope it was a wonderful celebration.

Wishing you happiness and love in this new chapter of your life.

Best regards,

Priyanshi

3) Remainder email

Subject: Reminder: Interview Scheduled

Dear Mahi,

I am writing to remind you of your scheduled interview. Below are the details:

- **Date:** 23 Dec, 2024
- **Time:** 12.00 to 1.00 (PM)
- **Location:** Tops Technology, C.G.road, Ahmedabad

Please ensure you arrive at least 10 minutes early and bring any required documents. Should you need further clarification, do not hesitate to contact me.

I look forward to your prompt attendance.

Best regards,

Priyanshi Patel,

Email: Priyanship2812@gmail.com

4) Asking for a Raise in Salary

Subject: Request for Salary Review

Dear Manager,

I hope you're doing well. I would like to formally request a salary increase based on my contributions and the additional responsibilities I've taken on over the past 2 years. I believe this adjustment is reflective of my performance and commitment to the team.

I look forward to discussing this further with you.

Best regards,

Priyanshi,

IT Department

5) Resignation

Subject: Resignation – Priyanshi

Dear Manager,

I am writing to formally submit my resignation from my position as Backend Developer at Maxgen Technology, with my last working day being 1st January 2025.

I sincerely appreciate the opportunities and support I've received during my time here. It has been a pleasure working with you and the entire team.

Thank you once again, and I wish Maxgen continued success.

Best regards,

Priyanshi Patel