

Module 1: Effective Communication

1. Thank you Email.

Subject: Thank you for your order!

Hello miss Grishma Patel,

Thank you for placing your order with us! we appreciate your business and are excited to get your order shipped out to you.

If you have any questions or concerns, please do not hesitate to contact us.

Thank you again,

Rachna Senbhariya.

2. Resignation Email.

Subject: Resignation email for company manager.

Dear Mr Ketan Vadnathani,

I hope you're doing well. I am writing to inform you that I will be resigning from my position as manual tester at Techno brains effective last six months.

I am committed to making this transition as smooth as possible. I will be happy to assist in any other way during my notice period.

Best regards,

Rachna Senbhariya.

3. Letter of Apology.

Subject: I apologize for the wrong document.

Dear

I have realized that the document sent earlier was not meant for you but for another client. Therefore, please refer to the correct document attached below.

I sincerely apologize for any confusion or inconvenience caused because of this miscommunication. However, I will make sure that any such error is not repeated in the future.

Thank you for your cooperation and understanding.

Your sincerely,

Rachna Senbhariya.

4. Asking for a Raise in Salary.

Subject: Asking company manager for a raise in salary.

Dear Mr Ketan Vadnathani,

I would like to request a meeting with you to discuss my compensation.

I have been with the company for last five years and believe that, based on my experience and skill, as well as my recent accomplishments and projects, I deserve a raise in my salary.

I would appreciate 30 minutes of your time to talk about this further.

Thank you,

Rachna Senbhariya.

5. Quotation Email

Subject: Request for quotations on office supplies.

Dear Mr RONAK,

We're considering various suppliers for office supplies. could you please send us a quote with your best terms and conditions?

Thank you for your attention to this matter.

Best regards,

Rachna Senbhariya.