**Module 1: Effective Communication**

1. **Letter of Apology**

**To**: hetvipatel@gmail.com

**Subject**: Apology for my mistake

Respected sir,

We regret to you on delivery of a defective logo. You ordered a new logo design on our online portal but it’s been defective due to quality analysis issue. However, we offer you to change the logo with a new design logo or else we can provide you one more extra logo if you want.

We are so sorry for it and we assure you the best service in the future.

Feel free to write back to us.

Thank you for understanding.

Best regards,

**Riddhi Trivedi**

1. **Reminder Email**

**To**: webspt1.iiiem@gmail.com

**Subject**: Email Reminder to Boss

Respected sir,

Due to your busy schedule, this is a reminder email in the case that your upcoming interview may have slipped you mind. The interview is for employee at 11:00 am for web developer. Please let me know if there is anything else I can do for you.

Thank you,

Best regards,

**Riddhi Trivedi**

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

**To**: janardan.iiiem@gmail.com

**Subject**: Request to revise project deadline

Respected sir,

I am writing to request an extension of the deadline for the wavewood project. Due to unforeseen delays caused by the leaves taken by team members owing to their poor health, we are currently behind schedule. The team requires an additional week to test the application comprehensively and conduct a thorough quality assurance test. I request you to extend the current deadline of 15-December to 22-December and inform the client about the same.

Please let me know if you require any more information. I sincerely apologise for the delay.

Thank you,

Best regards,

**Riddhi Trivedi**

1. **Thank you Email**

**To**: iiiem.designing@gmail.com

**Subject**: Thank you for the help

Dear sir,

As a valued member of my team, I would like to take the opportunity to thank you for your hard work and dedication.

Throughout your tenure at **iiiem** you have stood out as an employee who has never wavered in your commitment to excellence. I admire your strong work ethic and personal integrity.

In particular, I would like to thank you for your work on **Client logo design.** Employees like you make my work all the more rewarding and enjoyable.

Best regards,

**Riddhi Trivedi**

1. **Resignation Email**

**To**: iiiem.designing1@gmail.com

**Subject**: Accepting my resignation

Dear sir,

I am writing to formally resign from my position as Graphic designer at iiiEM, with my last working day being 20-10-2024.

After careful consideration, I’ve decided to pursue a new opportunity that aligns more closely with my long-term career goals and offers additional responsibilities and growth potential. This decision was not easy, as I have truly enjoyed my time at iiiEM and greatly value the experiences and skills I’ve gained while working here.

I am committed to ensuring a smooth transition over the next two weeks. Please let me know how I can best assist during this time, whether it's training my replacement or wrapping up any pending projects.

Thank you for your support and understanding. I am grateful for the opportunities I’ve had here and look forward to staying in touch.

Thank you,

Best regards,

**Riddhi Trivedi**