**Module 1: Effective Communication**

1. **Thank you Email**

**Subject:** Thank You for the Opportunity

Dear **Vishwa** ,

I want to express my heartfelt thanks for the opportunity to [mention what you were given the opportunity to do – e.g., attend the interview, participate in the project, join the workshop, etc.]. It was a valuable experience, and I truly appreciate your time and consideration.

Your professional approach and welcoming attitude made a lasting impression on me. I enjoyed learning more about company, and I’m grateful for the chance to grow through this experience.

Thank you once again for your support and generosity. I hope to stay in touch and would be glad to collaborate again in the future.

Best regards,  
 **Riya**

1. **Reminder Email**

**Subject:** Kindly Reminder for Update

Dear Sir,

I hope everything is going well. I’m writing to follow up on my previous message regarding the report submission that was discussed last week. I just wanted to check in and see if there has been any progress.

I completely understand if there’s been a delay, but a quick update would be really helpful so I can plan the next steps accordingly. If anything is required from my side, please let me know.

Thank you for your time and support. Looking forward to your reply.

Warm regards,  
**Riya**

1. **Email Asking for a Status Update**

**Subject:** Just Checking In – Any Update?

Hi **Mahi**,

I hope you’re doing great! I just wanted to follow up and check if there’s any update on the task we discussed earlier. I understand you might be busy, but I thought I’d touch base to see how things are progressing.

It would be helpful to know where things currently stand so I can plan my next steps accordingly. If there's anything pending from my side or if you need any additional inputs, feel free to let me know — I’ll be happy to help.

Looking forward to hearing from you whenever you get a chance. Thanks again for your time and support!

Best,  
**Riya**

1. **Asking for a Raise in Salary**

**Subject:** Request for Salary Revision

Dear Sir,

I hope you are doing well. I am writing to kindly request a review of my current salary based on the work I have done and the responsibilities I have taken on over the past year. During this time, I have consistently completed my tasks on time, supported team goals, and contributed to the overall progress of our department.

I truly enjoy being a part of this organization and working with a supportive team. I believe my efforts in handling key projects, maintaining quality performance, and taking initiative in daily work have helped improve efficiency. Considering this, I would be grateful if you could consider a suitable increase in my salary.

Thank you very much for your time and understanding. I would be happy to discuss this further at your convenience.

Sincerely,  
**Riya**

1. **Resignation Email**

**Subject:** Resignation Letter

Dear Sir,

I hope you are doing well. I am writing to formally resign from my position at your organization. This decision was not easy, but after careful thought, I have decided to move forward for personal and professional growth.

I am truly grateful for the opportunities, support, and learning experiences I have received during my time here. Working with you and the team has been a valuable part of my journey, and I deeply appreciate everything I have gained.

Please consider this email as my official notice. I will do my best to ensure a smooth handover of my responsibilities. Thank you once again for your guidance and support.

Sincerely,  
**Riya**