

Module 1: Effective Communication

1. Thank You Email

From:rushi@gmail.com

To:shubham@gmail.com

Subject: Thank You for Your Guidance and Support

Dear Shubham Patel,

I would like to express my sincere gratitude for your guidance and support during the recent project. Your insights and encouragement helped me complete the task successfully and meet our deadlines efficiently.

It was a pleasure working under your supervision, and I truly appreciate the opportunity to learn from your experience.

Warm regards,
Rushi Chaudhary

2. Letter of Apology

From:rushi@gmail.com

To:raj@gmail.com

Subject: Apology for Delay in Submission

Dear Raj Patel,

I sincerely apologize for the delay in submitting the report due on 8 November 2025. The delay occurred due to my health conditions.

I understand the importance of deadlines and assure you that I have taken steps to prevent such delays in the future. I truly appreciate your patience and understanding.

Thank you for your consideration.

Sincerely,
Rushi Chaudhary

3. Reminder Email

From:rushi@gmail.com

To:rahul@gmail.com

Subject: Gentle Reminder: Pending Feedback on Project Proposal

Dear Rahul Patel,

I hope this email finds you well. I am writing to kindly remind you about the feedback on the project proposal submitted on 8 November 2025. Your input is essential for us to move forward with the next phase.

Please let me know if you require any additional information from my side. I would greatly appreciate it if you could share your feedback at your earliest convenience.

Thank you for your attention.

Best regards,
Rushi Chaudhary

4. Resignation Email

From:rushi@gmail.com

To:harsh@gmail.com

Subject: Resignation from the Position of Junior Software Developer

Dear Mr. Patel,

I hope you are doing well. I am writing to formally resign from my position as Junior Software Developer at TechNova Solutions Pvt. Ltd., effective two weeks from today (25th November 2025).

This decision was not easy, as I have greatly valued the opportunities and experience I've gained while working with the team. I am truly thankful for your mentorship, guidance, and the professional growth I've achieved here.

I will ensure a smooth handover of my current responsibilities before my departure and will assist in training my replacement if needed.

Warm regards,
Rushi Chaudhary

5. Email Asking for a Status Update

From:rushi@gmail.com

To:karan@gmail.com

Subject: Request for Status Update on Application

Dear Karan Patel,

I hope you are doing well. I am writing to request an update on the status of my application submitted on 8 November 2025. I would appreciate it if you could share any progress or estimated timeline for the next steps.

Your time and assistance are greatly appreciated. I look forward to your response.

Kind regards,
Rushi Chaudhary