

## Module 1 – Effective Communication

### 1. Thank you Email :-

**To:** [xyz@gmail.com](mailto:xyz@gmail.com)

**Subject:** Thank you for the Guidance.

Dear Ketu Mam,

I hope you are doing well. I actually wanted to take a moment to thank you for your guidance and sharing your knowledge about developing soft skills and improving my communication and confidence.

Your classes has made a very positive impact on my learnings. I appreciate the time and effort you have put in the classes. Your encouragement has been motivating. I feel very confident in my skills.

Thank you once again for everything. I hope you keep inspiring many students like me.

Warm Regards,  
Shivam Dave  
Soft Skills Development

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### 2. Letter of Apology :

**To:** [abc@gmail.com](mailto:abc@gmail.com)

**Subject:** Apology for Missed Assignment

Respected Ketu Mam,

I hope you are doing well. I am writing this to sincerely apologise for not submitting my assignment (Module 1 – Effective Communication) which was due on 26-7 (Saturday). I take the full responsibility for missing the due dates of assignment.

I apologise for any inconvenience it may have caused. The reason for missing the dates was my health. I have been ill for 5 days. Currently I am working on the assignment. It would be very helpful if you can extend the due dates.

I hope you understand my situation and please extend the due dates. Going forward I will make every effort to stay on track. Once again, I apologise for the inconvenience.

Sincerely,  
Shivam Dave  
Soft Skills Development

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### 3. Reminder Email :

**To:** [xyz123@gmail.com](mailto:xyz123@gmail.com)

**Subject:** Friendly Reminder to give feedback on SRS Document.

Dear Suresh,

I hope you're doing well. I'm writing this to gently remind you to give feedback on System Requirement Specification (SRS) Document. We have created this document as per your requirements for the system.

We totally understand that things can get busy, and we are happy to assist you if you need any changes in the system or clarification for our side. It would be very helpful if you take some time out and give feedback on the document.

Please let us know if there is any update or you require more time – we're here to help. Looking forward for your response.

Warm Regards,  
Shivam Dave  
Senior Developer  
Tops Technologies

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### 4. Email Asking for a Status Update :

**To:** [abc123@gmail.com](mailto:abc123@gmail.com)

**Subject:** Requesting status update on “E-housing”.

Dear Pankaj,

I hope this message finds you well. I am writing this to reach you out regarding a status update on the project “E-housing”.

I am requesting for a status update on the project because I haven’t received any updates in past two weeks. The last status update I received was on 26-7. I would like to get a status update as we are approaching the release date of the product.

I want to ensure everything’s on track. If there’s anything that I can help with or if there are any changes, please feel free to let us know. Appreciate you time and looking forward for your response.

Best Regards,  
Shivam Dave  
CEO  
Dave Technologies Pvt Ltd.

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### 5. Resignation Email :

**To:** [xyz.abc.123@gmail.com](mailto:xyz.abc.123@gmail.com)

**Subject:** Resignation – Shivam Dave

Respected HR,

I hope you are doing well. I am writing this formally resign from my position as Senior Developer at Tops Technologies, effective from 26-7-2025. This was not an easy decision to make.

I have really enjoyed every single bit of my time here. I truly appreciate the opportunities, new learnings and the support that I received during my time here. I am very grateful for the chance to work with such talented team on various projects.

I will assist in ensuring a smooth transition, including a handover process and documentation. Thank you once again for the opportunities. I wish the team continued success.

Warm Regards,  
Shivam Dave  
5678923489