**MODULE 1**

**[EFFECTIVE COMMUNICATION] (EMAIL WRITING ON ANY 5 OUT OF 10 SCENARIOS)**

**1. Reminder Email**  
To: [preetisoni@gmail.com](mailto:%20preetisoni@gmail.com)  
  
Subject: Friendly Reminder About my birthday party  
  
Dear: Preeti soni

I Am shiwani borana your friend and I hope you all are good.I wanted to send a friendly reminder about my birthday party that is approaching on [14/2/2025].

If you have any questions or concerns, please don't hesitate to reach out to me directly. I'm looking forward to birthday party and hope to see you there.As we previously discussed that the birthday party is organized at my farm house at 7 pm to 10 pm .

Thank you for your time and for coming in my birthday party. I hope you will enjoy it so much.

Best regards  
Shiwani borana

**2. Email your Boss about a problem   
 (asking for some help)**  
  
To: [preetisoni@gmail.com](mailto:%20preetisoni@gmail.com)  
  
Subject: Request for Assistance with System error  
  
Dear: Preeti soni

I hope this email finds you well. I am writing to bring to your attention a problem that I am currently facing in my role as Front end Development. I am having difficulty with System error and I was hoping that you could offer some guidance or assistance.

The issue is briefly describe the problem and its impact on your work or the team. I have tried list any steps you have taken to address the problem so far. but unfortunately, I have not been able to resolve it on my own. I believe that your input and expertise would be invaluable in helping me to find a solution. I would appreciate the opportunity to if it would be helpful, I would be happy to schedule a meeting to discuss this further and provide more context. Please let me know if this is something that we can discuss in more detail.

Thank you for your time and consideration. I look forward to hearing. from you soon.

Best regards  
Shiwani borana

**3. Introduction email to client**  
  
To: [preetisoni@gmail.com](mailto:%20preetisoni@gmail.com)  
  
Subject: Introduction and Welcome to [SR. Technology]  
  
Dear: Preeti soni

I am thrilled to introduce myself as shiwani. Front end Development at SR. Technology .We are excited to have you on board as our valued client, and I am looking forward to working with you to achieve your goals.

As we discussed during our initial conversation, our team is committed to providing you with exceptional service and support to help you on my project. I want to assure you that we will work closely with you to understand your needs and preferences, and tailor our approach to meet your unique requirements.

A little about me: I have 3 years of experience in Industry and I am passionate about Front end Development that exceed client expectations. My role is to ensure that you receive the best possible service and support throughout our collaboration.

Thank you for choosing my SR. Technology Company and I look forward to a successful collaboration.

Best regards  
Shiwani borana

**4. Resignation E-mail**  
  
To: [preetisoni@gmail.com](mailto:%20preetisoni@gmail.com)  
  
Subject: Resignation  
  
Dear: Preeti soni

Kindly accept this mail as my formal resignation from my position as Front end Development with Tops Technology. effective 30 September 2024, hereby giving 2 weeks notice as stated under the terms of my employment contract.

I am grateful for your tremendous support and guidance and also sincerely appreciate all the knowledge and experience gained during my tenure.  
  
I am fully committed until my last working day. Please let me know how I can be of further assistance. I wish you company continued success.

Best regards  
Shiwani borana

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

To: [preetisoni@gmail.com](mailto:%20preetisoni@gmail.com)

**Subject:** Request for Salary Adjustment

Dear: Preeti soni

I hope this email finds you well. I wanted to take a moment to express my gratitude for the opportunities and support I have received at SR. Technology. Working as Front end Development has been both fulfilling and rewarding, and I am proud of the contributions I have made to our team and the organization.

I would like to kindly request a review of my salary. I believe that a salary adjustment would reflect the value I bring to the organization and align with industry standards. I would appreciate the opportunity to discuss this matter further at your earliest convenience. Please let me know a suitable time to meet. I look forward to continuing my journey with SR. Technology. and contributing to our shared success.

Thank you for considering my request, and I look forward to your feedback.

Best regards,  
Shiwani borana