

SHRADDHA PAREKH

Module 1: Effective Communication

Task: Write professional emails based on 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

- 1. Thank You Email**
- 2. Letter Of Apology**
- 3. Asking For a Rise in Salary**
- 4. Email to your boss about a problem (Requesting Help)**
- 5. Resignation Email**

➤ Thank You Email

From: abc@gmail.com

To: xyz@gmail.com

CC: -

BCC: -

Subject: Thank you for the opportunity

Dear Madam,

Thank you for giving me this opportunity for the Graphic Designer position. It was my pleasure to meet with you and the team.

I am excited about the possibility of joining the company and contributing my best to the project. The conversation gave me a deeper insight into the company's value and goals.

Once again thank you for your time and consideration. I look forward to the next steps and hope to hear from you soon.

Yours faithfully,

Shraddha Parekh

➤ Letter of Apology

From: abc@gmail.com

To: xyz@gmail.com

CC: -

BCC: -

Subject: Apology for missing the deadline

Dear Madam,

I am writing to sincerely apologize for missing the deadline. I understand that this may have caused inconvenience, and I take the full responsibility for the situation.

Please know that this was not intentional, and I deeply regret any negative impact it may have on the team and the company. I understand the importance of commitment.

To address the situation, I have taken actions to resolve the issues and make sure not to get the same problem again.

Thank you for your understanding, and please feel free to reach out if you have any further questions or concerns.

Yours sincerely,

Shraddha Parekh

Senior Head

➤ **Asking for a Rise in Salary**

From: abc@gmail.com

To: xyz@gmail.com

CC: -

BCC: -

Subject: Asking for a rise in salary

Dear Madam,

I am writing to request a review of my current salary. Over the past 1 year. I have enjoyed the opportunity to contribute to the company and am proud of the progress we've made together in achieving the goals.

I would be happy to meet at our convenience to discuss my request and any further contributions I can make to the team.

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

Yours faithfully,

Shraddha Parekh

Senior Head

➤ **Email to your boss about a problem**

From: abc@gmail.com

To: xyz@gmail.com

CC: -

BCC: -

Subject: Guidance on project

Respected Sir,

I am reaching out to ask for your guidance regarding the recent project which has been assigned. I have been working on this project and I have encountered a few challenges that I would appreciate your advice on.

If you have some time to help me out on this project then I would greatly appreciate your advice on how to proceed.

Please let me know if you'd like me to provide further details or if a brief meeting would be helpful.

Thank you for your time and support. I look forward for your feedback.

Yours faithfully,

Shraddha Parekh



Resignation Letter

From: abc@gmail.com

To: xyz@gmail.com

CC: -

BCC: -

Subject: Resignation from the Graphic Designer position

Respected Sir,

I hope this message find you well. I am writing to formally resign from my position as graphic designer at NEXT IN, with my last working days being 16/11/2024.

This decision was not made lightly, and after careful consideration, I feel that it is the right time for me to pursue new challenges and opportunities. I am truly grateful for the opportunities and experiences I have gained during my time. Working with such a talented team has been a privilege, and I have learned and grown professionally in ways that I will carry forward in my career.

Thank you again for the support and guidance you've provided me throughout my tenure.

Yours sincerely,

Shraddha Parekh

