# Effective Communication - Module 1

## 1. Thank You Email

### Subject: Thank you for your support

Dear Ms. Neha Mehta,

I hope this message finds you well.
I am writing to express my sincere gratitude for the support and guidance you have provided during my recent assignment. Your clear instructions, timely feedback, and constant encouragement helped me stay focused and complete my work efficiently.
Your willingness to help and your professional attitude truly inspired me to improve and learn more.
I have gained not only technical knowledge but also confidence in handling tasks independently, thanks to your continuous motivation.

Thank you once again for your valuable support. I look forward to learning more from you in the future.

Warm regards,
Shruti Sethiya

## 2. Apology Email

### Subject: Apology for Missing the Meeting

Dear Ms. Priya Sinha,

I sincerely apologize for missing the meeting scheduled on 10th June. Due to a personal emergency, I was unable to attend.
I understand the importance of the meeting and regret any inconvenience caused.
I assure you that I will review the minutes and catch up on the discussion.

Sincerely,
Shruti Sethiya

## 3. Reminder Email

*Subject: Friendly Reminder: Pending Task Submission*

Dear Mr. Rohan Verma,

This is a gentle reminder regarding the submission of the weekly project report that was due on 8th June.
Kindly share it at your earliest convenience to ensure timely progress.
Please let me know if you need any assistance.

Thank you.

Best regards,
Shruti Sethiya

## 4. Inquiry Email

*Subject: Requesting Information Regarding Upcoming Training Program*

Dear Ms. Anisha Sinha,

I hope you are doing well.
I am writing to inquire about the upcoming training program on "Web Development Essentials" that was recently mentioned during our team meeting.
I am highly interested in participating and would like to know more details about the schedule, registration process, and eligibility criteria.
Additionally, please let me know if there are any prerequisites or documents that I need to prepare in advance.
Your guidance will help me plan accordingly and ensure that I do not miss this opportunity to learn and grow.

Looking forward to your response.

Thank you for your time and support.

Warm regards,

Shruti Sethiya


## 5. Resignation Email

*Subject: Resignation from 20th June*

Dear Mr. Ankit Joshi,

I hope you are doing well.
I am writing to formally resign from my position as a PHP Developer at WebSoft Solutions Pvt. Ltd. with effect from 20th June 2025.
Working with your team has been a valuable experience. I have learned a lot, developed new skills, and grown both professionally and personally. However, due to personal reasons, I have decided to step down from my current role.
I will ensure a smooth handover of my responsibilities and complete any pending tasks before my departure.
I am truly thankful for your support and guidance during my time at the company.

Wishing continued success to you and the team.

Warm regards,
Shruti Sethiya