

Module 1: Effective Communication

1. Thank You Email

Subject: Thank You for Your Support and Guidance

Respected Ketu Chaudhary,

I hope you are doing well. I just wanted to say thank you for all the support and guidance you gave me during the soft skills sessions. Your advice really helped me, and I'm grateful for the time you spent helping me grow.

It's been a great experience working with you, and I look forward to learning more from you in the future.

Best regards,

Sneha Lamba

2. Letter of Apology

Subject: Apology for Missing the Deadline

Respected Ketu Chaudhary,

I would like to apologize for not completing the project that was due on 25 July. I understand how important it was and truly regret the delay.

The delay happened because of an unexpected personal issue, but I take full responsibility. I've taken steps to avoid this in the future and will make sure it doesn't happen again.

Thank you for your understanding.

Best regards,

Sneha Lamba

3. Asking for a Raise in Salary

Subject: Request for Salary Review

Respected Ketu Chaudhary,

I hope you are doing well. I would like to kindly request a review of my current salary.

Over the past 5 year, I have taken on more responsibilities and have been consistently meeting expectations. I believe a salary update would better reflect my contribution to the team.

I'd really appreciate the chance to discuss this with you whenever it's convenient.

Thank you for your consideration.

Best regards,

Sneha Lamba.

4. Email to Your Boss About a Problem (Requesting Help)

Subject: Request for Assistance on Project

Respected Chaudhary,

I hope you are doing well. I'm currently facing a challenge in clearly understanding some of the new project requirements. I've gone through the documents and tried to clarify things, but I still feel unsure about a few parts.

I would really appreciate it if we could have a short discussion. Your guidance would definitely help me move forward with more confidence and clarity

Thank you for your time and support.

Best regards,

Sneha Lamba.

5. Resignation Email

Subject: Formal Resignation

Respected Ketu Chaudhary,

I hope you are doing well. I am writing to let you know that I am resigning from my position as Data Scientist at TOPs Technology. My last working day will be 25 July 2025.

This was not an easy decision, but after thinking carefully, I feel it's the right step for my personal and professional growth. I'm truly thankful for the support, opportunities, and learning I have received here.

I'll make sure to hand over everything properly before I leave.

Thank you for everything.

Best regards,

Sneha Lamba.
