Module 1: Effective Communication

1. Thank you Email

ANS.

FROM:sneha96@gmail.com

TO :satyam17@gmail.com

SUB :Thank you for becoming a member

DEAR,

SATYAM.

Thank you for becoming a founding member of medium. Together,we are building a different kind of plane on the intemet:one designed for you not for advertisers.A place where the best ideas rise to the top,not the ones that simply get the most clicks.

THANKING YOU.

1. Reminder Email

ANS.

TO : satyam17@gmail.com

FROM:sneha96@gmail.com

SUB :Report Reminder

SATYAM,

Just a reminder : the repor is due tomorrow.Angin.

I underdstand you’ ve got a lot going on, but it’s really Important that we get this report on time . so,let’s try not to drop the ball on this one, shall we?

Thanks.Aganin.

Vaghela Sneha.

3.Resignation Email

ANS.

TO : satyam17@gmail.com

FROM : sneha96@gmail.com

SUB. :Resignation for the position of software developer.

Dear sir,

I would like to inform you that I will be resigning from the position of software developer due to some personal reasons.I will be always grateful to you for giving me an apportunity to work at xyz tech solution, but sadly I have to leave my job.

I hope you understand my situation and please approve my resignation so that I can complete my notice period.

Thanking you.

Regards,

Sneha.

4.Asking for a Raise in salary

ANS.

TO : satyam17@gmail.com

FORM : sneha96@gmail.com

SUB. : Requesting Salary Adjustment

Company’s bottom line. Therefor,I request that you consider my request for a salary raise.

Given my positive contribution to company over the post two years,I believe that $35,000 per year would be appropriate for someone with my qualification and experience.i look forwork to discussing this with you, and welcome any feedback you may have about how I can improve my performance even futher.

Thank you.

Regards,

Sneha.

5.Quotation email

ANS.

TO : satyam17@gmail.com

FORM : [sneha96@gmail.com](mailto:sneha96@gmail.com)

SUB.:Request for quotation on office furniture

Dear,

We’re interested in your office furniture collection and would like to request a quotation. Please provide details,including pricing, delivey timeline,and payment terms.

Thank you in advance. We look forward to your prompt reponse.

Best regards,

Sarah Thompos.