Module 1: Effective Communication

# Thank you Email

Subject: Thank You for Approving My Leave Dear Mr. Ramesh Sharma,

I hope you are doing well. I would like to sincerely thank you for approving my leave request from 1th May to 15th May 2025. I truly appreciate your support and

understanding.

I will ensure all my responsibilities are managed properly before my time off. Please feel free to reach out if anything is needed.

Thank you once again.

Best regards,

Bhavin Soni

# Letter of Apology

Subject: Apology for Delay in Report Submission Dear Mr. Manoj Sharma,,

I sincerely apologize for the delay in submitting the weekly report yesterday. I

understand the importance of timely updates and regret any inconvenience caused. I assure you it won’t happen again and will be more careful moving forward.

Thank you for your understanding.

Best regards,

Bhavin Soni

# Email of Inquiry for Requesting Information

Subject: Request for Order Details Dear Mr. Rahul Sharma,

I hope you are doing well. I am writing to request a few details regarding your recent order inquiry with us for customized cotton sarees.

To proceed further, could you please confirm the following:

* + Quantity required
  + Preferred color and design
  + Delivery address

Your quick response will help us process your request smoothly. Thank you for your cooperation.

Best regards,

Bhavin Soni

IIMIndustries

1. **Asking for a Raise in Salary** Subject: Request for Salary Review Dear Mr. Manoj Sharma,

I hope you are doing well. I am writing to kindly request a review of my current salary based on my contributions and responsibilities over the past few months.

I have consistently met deadlines, taken on additional tasks, and worked towards team goals with dedication. I would be grateful if you could consider a raise in recognition of my efforts.

Thank you for your time and support.

Best regards,

Bhavin Soni

# Resignation Email

Subject: Resignation from Network and System Engineer Position Dear Mr. Manoj Sharma,,

I hope you are doing well. I am writing to formally resign from my position as

Network and System Engineer at SK Industries, with my last working day being 10th May 2024.

I am grateful for the opportunities I've had here and will ensure a smooth transition of my responsibilities.

Thank you for your understanding. Best regards,

Bhavin Soni