**Module 1**

**Effective Communication**

**1.Thank you Email**

Subject: Thanking you for guiding us.

Dear mam,

Your guidance on communication, confidence, and professional behaviour was truly valuable. Your class helped me a lot of understand concept but also motivate me to improve myself.

Looking forward to learning more from you in the upcoming

classes.

Warm regards,

Sukanya rout.

**2. Letter of Apology**

Subject: Sincere Apology

Dear sir,

I am writing to sincerely apologize for my mistake. This not my intention and I am taking step ensure it does not happen again.

Thank you for your patience, and I hope to make things right moving forward.

Warm regards,

Sukanya rout

Intern

9938270978

**3. Reminder Email**

Gentle reminder for trailing mail, kindly reply and provide the status as

Soon as possible.

Subject : Request for status update

Dear Sir,

I hope you`re doing well

I`m writing to kindly follow up on the status of [project/task] , originally submitted on [ date ] .I would appreciate it if you could provide an update when convenient.

Please let me know if you need any additional information from my side.

Warm regards,

Sukanya rout

Intern

9938270978

**4. Asking for a Raise in Salary**

Subject: Request for salary review

Dear sir,

I hope you are doing well. I am writing to formally request a meeting to discuss my current compensation. over the past 1 year ,I have taken on additional responsibility. I have also taken time to research current market rate for similar roles and believe a salary .my performance and value I bring to the team.

I am committed to continuing to grow and contribute meaningfully to our success, and I’d appreciate the opportunity to talk more about this. please let me know a convenient time for you to meet.

Best regards,

Sukanya rout

Sukanya.rout11@gmail.com

**5 Resignation Email**

Subject: Resignation Sukanya rout

Dear sir,

I hope this message finds you well. I am writing to formally resign from my position. This decision was not made lightly ,and I want to express my sincere gratitude for the opportunities and experiences I have had during my time here . Working with you and the team has been incredibly rewarding, and I appreciate all the support and guidance.

I will do everything I can during my notice period to ensure a smooth transition. Please let me know how I can assist in transferring responsibilities or training a replacement.

Thank you again for everything.

Warm regards,

Sukanya rout

9938270978