

Module 1 - Effective Communication

1. Thank you Email:

To: dishapandya@gmail.com

Subject: Thank You for Your Valuable Guidance

Dear Disha ma'am,

Greetings of the day!

I wanted to take a moment to sincerely thank you for the soft skills sessions you conducted. Your guidance and teaching have helped me improve my communication, confidence, and overall personality.

The lessons you shared were not only informative but also inspiring and practical for real-life situations. Your teaching style, patience, and encouragement created a positive learning environment that made every session enjoyable and impactful. The real-life examples, activities, and feedback you provided helped me identify my strengths and improve in areas I wasn't confident in.

Thank you once again for your time, dedication, and care. Your guidance has left a lasting impression on me, and I am truly grateful for everything I've learned under your mentorship.

Warm regards, swastik
sompura

[Swastiksompura5@gmail.
com](mailto:Swastiksompura5@gmail.com)

2. Asking for a raise in salary:

To: pankajsharma@gmail.com

Subject: Request for Salary Revision

Dear Pankaj Sharma, Greetings
of the day!

I hope you are doing well. I am writing to formally request a review of my current salary based on my contributions, responsibilities, and continued commitment to the organization.

Over the past 4/2025, I have taken on additional responsibilities such as main projects and I believe my work has added measurable value to our team. I have consistently met performance expectations and worked diligently to support team goals and company objectives.

I would be grateful if we could schedule a meeting to discuss the possibility of a salary adjustment in recognition of my efforts. I am committed to continuing my growth within the company and contributing at a high level. Thank you for considering my request.

Sincerely,
Swastik sompura

3. Resignation Email:

To: pankajsharma@gmail.com

Subject: Resignation

Dear Pankaj Sharma,

I hope this message finds you well. I am writing to formally resign from my position as employee at Ex byte, effective August 10, 2025.

This decision was not easy, as I have greatly valued the opportunities I've had to grow professionally and personally during my time here. I am sincerely grateful for the support, mentorship, and experience I've gained while working with you and the team.

I am committed to ensuring a smooth transition over the next two weeks/notice period and am happy to assist in training a replacement or handing off my responsibilities as needed.

Thank you once again for the opportunity to be part of Ex byte. I wish you and the team continued success, and I hope we can stay in touch.

Warm regards,
Swastik Sompura
swastiksompura5@gmail.com

4. Apology email:

To: dishapandya@gmail.com

Subject: Apology for Late Submission of (Assignment)

Dear Disha ma'am,
Greetings of the day!

I hope you are doing well. I am writing to sincerely apologize for the late submission of my assignment for Soft Skill, which was due on 27/07/2025. Due to technical difficulties, I was unable to complete and submit the assignment on time. I understand the importance of meeting deadlines and realize that this delay may have caused inconvenience.

I take full responsibility for the delay and assure you that this will not happen again. I have now completed the assignment and submitted it on 27/07/2025. Thank you for your patience and understanding. I truly appreciate your support and guidance, and I will make sure to manage my time better going forward.

Please let me know if there's anything else I need to do regarding the late submission.

Sincerely,

Swastik Sompura

swastiksompura5@gmail.com

5. Introduction Email to Client

To: pankajsharma@gmail.com

Subject: Introduction

Dear Pankaj Sharma, Greetings
of the day!

I hope this message finds you well. My name is Pruthvi Chauhan, and I am Employee at Ex byte. I'm reaching out to introduce myself and let you know that I'll be your point of contact for our upcoming project.

At Ex byte, we specialize in [Solution of your all error], and I'm looking forward to working with you and supporting your goals.

Please feel free to reach out to me directly if you have any questions, need assistance, or would like to schedule a call to discuss anything in more detail.

Warm Regards,

Swastik Sompura

