**Module 1: Effective Communication**

TASK: Writ a 5 professional email.

**1. Thank You Email:**

From: swatipatle01230123@gmail.com

From: swatipatle@gmail.com

To: [topstechnology@gmail.com](mailto:topstechnology@gmail.com)

CC: [xyz@gmail.com](mailto:xyz@gmail.com)

Subject: thank you for the opportunity

Dear sir,

I would like to take this opportunity to express my heartfelt thanks to you for giving me the opportunity to work in your company. I really appreciate the time that I spent working with you, on both a professional and personal level. I have certainly learned a lot about the unique aspects of business functions in pharma industry.

I promise you that I will maintain this performance throughout our career in this organization and will never let you down. Once again thanks for everything.

Swati patel

Contact: 9727286326

**2. Apology Letter:**

Subject: Letter with an apology

Dear sir,

I am writing this letter to accept my mistakes that I have misplaced the samples and didn’t remember and to apologize for being so irresponsible. I will surely keep everything noted for future references.

Please forgive me and provide me another chance to prove myself. I shall be very grateful to you for your kindness and consideration.

Thanking you

Swati patel

Contact: 9727286326

**3. Reminder Email:**

Subject: Friendly Reminder

Dear Neel patel,

I hope this email finds you well. I wanted to kindly remind you about our project which we do currently. Our project due date is 24th December and we have to do our work little fast. If there’s anything you need assistance with or if you’re facing any challenges, please feel free to let me know. I’m here to help!

Looking forward to seeing you to meeting.

Thank you for your attention to this, and please don’t hesitate to reach out if you have any questions or concerns.

Swati Patel

Brand logo design

Contact: 9727286326

4. **Asking for Raise In Salary:**

Subject: Request for in salary Adjustment

Dear Dhrumin Bhojani

There are already 2 years that I have been working for your organization as a team leader. I was always loyal and dedicated to EBC technologies. All the assignment and project I was handling were submitted on time without any delays. You probably know that I get low payment and have asked for salary increment last year. I attempted to ask for the salary increments but I did not get a reply from you.

The reason that I am asking for a rise of my salary is that my current payment is too low for covering the expenses of my family. Recently I have received the job offer from BERKO technologies and the salary is relatively higher. However, I am dedicated to our company; therefore, I decided to write you this letter once more.

Kindly ask you to consider my request.

Sincerely

Swati patel

Contact: 9727286326

5**.Resignation Email**:

Subject: Resignation

Dear Sunil sukla

I hope this message finds you well. Please accept this email as formal notice of my resignation from my position as manager at BERKO, effective last 2 year.

This was not an easy decision to make, as I have greatly valued my time working with you and the team. I appreciate the opportunities I’ve had to learn and grow professionally during my tenure here.

Thank you for your guidance and support during my time at BERKO. I look forward to staying in touch and wish you and the team continued success.

Sincerely,

Swati patel

Contact:9727286326