

MODULE-1 : EFFECTIVE COMMUNICATION

1) Thank you email

From : rajpatel8104@gmail.com

To : jeetvaja21@gmail.com

Subject : Thank you

Respected sir,

Thank you very much sir because you understood my current situation and allowed me to join even after a few days even though the company joining letter had arrived.

Now after getting this letter I will join your company immediately after the few days remaining in my old company (due to some problems).

Thank you very much for understanding my situation I will give more than my hundred percent there.

Regards,

Raj aghera

2) Reminder email

From : jagdishraman20@gmail.com

To : krishramani@gmail.com

Subject : Reminder of physics submission

Dear Student,

Your physics submission date has passed, it has been 5 days already, so I am giving you 2/3 days more time.

So you should complete your physics submission within 2/3 days, otherwise I will not be able to complete your marks.

So please submit it as soon as possible.

Regards,

Jagdish raman

3) Latter of apology

From : ajay27@gmail.com

To : khuman2021[@gmail.com](mailto:khuman2021@gmail.com)

Subject : To apologize for not attending the lacture.

Respected sir,

Sir, I apologize that I could not attend your 5th lacture and now I cannot come.

I fell ill for a few days in between and I had a lot of pressure at work so I could not attend your lacture.

I am sure that you will understand my situation and forgive me and will not punish me.

Regards,

Ajay Patel

4) Email to Your Boos About a Problem (Requesting Help)

From : kanakvyash2001@gmail.com

To : mitulmishra@gmail.com

Subject : For help with my project.

Respected sir,

Sir, the medical project that you gave me to make with software, sir, has been completed. But I am still making some mistakes in it, I don't even realize it.

I don't understand where the mistake is coming from, so I really need your help, sir, so that I can understand where I am making mistakes and fix my mistake and the software can be completed.

So, sir, please help me so that I can move forward in my project as per your advice.

Regards,

Kanak vyash

5) Resignation Email

From : shivamkundra48@gmail.com

To : atoz2022@gmail.com

Subject : To Resignation the company.

Respected sir, (A to Z company)

I have been working in your company for the last 2 years. My wife has been transferred to another government job. I have to leave your company. Now I will be able to stay in your company for only 15 days.

I worked in your company for 2 years. I enjoyed it very much and learned a lot. I have made a lot of progress working with you.

But now due to this situation, I have to leave your company. Once again, I would like to thank you very much. I learned a lot from you and I enjoyed working with the employees there.

Regards,

Shivam Kundra

