

Module 1: Effective Communication

1. Thank You Email for a Job Interview

Subject: Thank You for the Opportunity

Dear XYZ sir/Ma'am,

I hope this email finds you well. I wanted to express my gratitude for the opportunity to interview for the **GAME TESTER** position at '**EPIC GAMES**'. I truly enjoyed learning more about the role and the team, and I'm excited about the possibility of contributing to Game development.

I appreciate the time you took to explain the responsibilities and answer my questions. Your insights have given me a clearer understanding of the position, and I'm even more enthusiastic about the opportunity to join your team.

Thank you once again for your time and consideration. Please don't hesitate to reach out if you need any additional information from me.

**Best regards,
Udit Patel**

2. Apology Letter For Not Being in Meeting.

Subject: My Sincere Apologies for Missing the Meeting

Dear XYZ Sir,

I hope this message finds you well. I am writing to sincerely apologize for missing our scheduled meeting on 12th feb, 20256. I understand how important this meeting was, and I deeply regret not being there or informing you in advance.

Unfortunately, I had an unexpected personal emergency that I needed to go to hospital. However, I should have communicated this to you sooner, and I take full responsibility for my lack of communication.

I value the time and effort you put into preparing for the meeting, and I am truly sorry for any inconvenience this may have caused. To make up for this, I would like to reschedule the meeting at your earliest convenience. Please let me know what works best for you.

Once again, I apologize for my absence and any disruption it may have caused. Thank you for your understanding, and I appreciate your patience.

**Best regards,
UDIT PATEL**

3. Asking for a Raise in Salary

Subject: Salary Increase Request

Dear XYZ SIR,

I hope this message finds you well. I am writing to discuss my current compensation and to formally request a review of my salary.

Since joining the Company on 1 January, 2023, I have consistently strived to contribute to the success of our team and the organization as a whole. Over the past 1 year, I have successfully led several high-impact projects. I am proud of the progress we have made and am excited about the opportunities ahead.

Given my contributions and the value I bring to the team, I would like to request a salary adjustment to better reflect my role and responsibilities. I believe this adjustment would align with industry standards and the scope of my work.

I would greatly appreciate the opportunity to discuss this further at your earliest convenience. Please let me know a time that works best for you.

Thank you for considering my request. I am grateful for the opportunity to work at Company and look forward to continuing to contribute to our success.

**Best regards,
UDIT PATEL**

4. Resignation Notice Mail

Subject : Resignation Notice

Dear XYZ SIR/MA'AM

I hope this message finds you well. I am writing to formally announce my resignation from my position as a Software Engineer at Google, effective 20 FEBRUARY, 2025 .

This was not an easy decision to make, as my time at Google has been incredibly rewarding and fulfilling. I am deeply grateful for the opportunities I've had to work on impactful projects, collaborate with talented colleagues, and grow both professionally and personally.

Over the next two weeks, I am committed to ensuring a smooth transition. I am happy to assist in training a replacement, documenting my work, or supporting the team in any way to minimize disruption.

Thank you for your guidance, support, and trust during my time here. I will always look back on my experience at Google with great pride and appreciation.

Please let me know how I can best assist during this transition period. I would also love to stay in touch, and you can reach me at my personal mail.

Wishing you and the entire team continued success in the future.

**Sincerely,
UDIT PATEL**

5. Resignation Notice Mail

Subject : Introduction from Udit at Talinn

Dear XYZ sir/Ma'am,

I hope this email finds you well. My name is UDIT PATEL, and I am the Account Manager at Talinn . I'm reaching out to introduce myself and to let you know that I will be your main point of contact moving forward.

At Talinn, we are committed to providing exceptional service and ensuring that your needs are met with the highest level of care. I'm excited to work with you and to support the success of your upcoming projects.

If you have any questions, concerns, or ideas you'd like to discuss, please don't hesitate to reach out. You can contact me directly at my mail i'd uditpatel2222@gmail.com. I'm here to help!

Thank you for trusting Talinn. I look forward to collaborating with you and contributing to your success.

**Best regards,
UDIT PATEL**

The End