

Module 1: Effective Communication

Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. Thank You Email

Subject: Thank You For Your Support

Dear Dhruv Rathod,

I hope this email finds you well.

I wanted to take a moment to sincerely thank you for meeting with me on 12-05-2025 and for sharing your valuable insights during our discussion. Your support and guidance on the recent project were truly appreciated, and your time and effort made a significant difference.

Thank you once again for your assistance.

Best regards,

Umang Godhaniya

B.Tech Student, [bknmu]

umanguga@email.com | +91-6357892746

2. Reminder Email.

Subject: Reminder: Awaiting Your Response on Recent Discussion

Dear Manish Pandey,

I hope you're doing well.

I'm writing to kindly follow up on our recent discussion regarding the project timeline. As we move forward, having clarity on the schedule is important for effective planning and timely execution of the next steps.

Please let me know if there are any updates, or if further input is needed from my side to move things forward.

Looking forward to your response.

Best regards,

Paresh Pandya

BBA student, BKNMU

pareshpandya@gmail.com | +91-9076489245

3. Resignation Email

Subject: Resignation Notice - Paresh Pandya

Dear Ramesh Sharma,

I hope you are doing well.

I am writing to formally resign from my position as Marketing Executive at GHCL Technologies Pvt. Ltd., effective May 30, 2025.

After careful consideration, I have decided to explore new professional opportunities to further my career growth. It has been a privilege working with such a dedicated and talented team, and I truly appreciate the support and learning I've gained during my time here.

I will ensure a smooth transition in the coming weeks and am happy to assist with the handover of my responsibilities.

Thank you once again for the opportunity to contribute to the success of GHCL Technologies Pvt. Ltd.. I look forward to staying in touch.

Best regards,

Paresh Pandya

Marketing Executive

pareshpandya@email.com | +91-90634512865

4. Email Asking for a Status Update

Subject: Follow-Up: Status Update on Q3 Marketing Campaign

Dear Rohan,

I hope you're doing well. I wanted to check in regarding the status of the Q3 Marketing Campaign that we discussed in our last meeting. Could you kindly share an update on:

- Current progress and key milestones achieved
- Any challenges or roadblocks being faced
- Expected timeline for completion

We need to align the next steps with the sales team by Friday, 25th October, so your input would be greatly appreciated. Please let me know if there's any support required from my end to keep things on track.

Looking forward to your update.

Best regards,

Hardik Sharma

Marketing Manager

AWS Solutions Pvt. Ltd.

hardiksharma@abcsolutions.com | M: +91 98765 43210

5. Asking for a Raise in Salary

Subject: Request for Salary Review

Dear Pritesh Sudra,
I hope you are doing well.

I am writing to request a review of my salary based on my contributions and performance as a Java Developer at Tech Mahindra Pvt. Ltd. Over the past two years, I have consistently delivered high-quality work, including successfully leading the development of the Customer Portal Enhancement Project and contributing to the Backend Optimization for Mobile App. Additionally, I have taken on increasing responsibilities and collaborated closely with cross-functional teams to ensure project success.

given my contributions and the market standards for my role, I would appreciate the opportunity to discuss a salary adjustment.

Thank you for considering my request, and I look forward to discussing this with you.

Best regards,
Umang Godhaniya
Java Developer
Tech Mahindra Pvt. Ltd.
Umanggodhaniya007@gmail.com | M: +91 98765 43210