**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**

**From :** [**Vaidikprajapati48@gmail.com**](mailto:Vaidikprajapati48@gmail.com)

**To :** [**ashitmodi21@gmail.com**](mailto:ashitmodi21@gmail.com)

**Subject :** Thank you for your support and guidance.

Dear Ashit,

I would like to thank you for helping me with my last project. Your hard work and dedication allowed me to achieve such a good result in my project.

Thank you once again for your invaluable support.

Best regards,

Vaidik Prajapati.

1. **Letter of apology**

**From :** [**Vaidikprajapati48@gmail.com**](mailto:Vaidikprajapati48@gmail.com)

**To :** [**paragmishra.head@gmail.com**](mailto:paragmishra.head@gmail.com)

**CC:** [**vidhyagupta.hrm@gmail.com**](mailto:vidhyagupta.hrm@gmail.com)

**Subject :** Apology for Not Attending Our Recent Meeting

Dear sir / ma’am,

I wanted to take a moment to apologize for not being able to join our meeting. An unexpected medical emergency prevented my participation, which I truly regret.

Thank you for your patience and support. I will make sure to stay updated on all the discussed key points and contribute effectively to our on going projects.

Kind regards,

Vaidik Prajapati

1. Reminder Email

From : [vaidikprajapati48@gmail.com](mailto:vaidikprajapati48@gmail.com)

To : [aaditya.sharma@gmail.com](mailto:aaditya.sharma@gmail.com)

**Subject** : Upcoming Project Deadline - Reminder

This is a quick reminder of upcoming milestones for your project. Keeping an eye on these dates will help us make sure everything runs smoothly.

If you need further assistance or clarification on any issue, please reach out. The success of your project is our top priority, and we look forward to helping.

Best regards,

Vaidik Prajapati

1. Asking for a Raise in Salary

From : [vaidikprajapati48@gmail.com](mailto:vaidikprajapati48@gmail.com)

To : [rajsharma.hrm@gmail.com](mailto:rajsharma.hrm@gmail.com)

Subject : Proposal for Salary Increase

Dear sir,

I hope you are having a great day. I am reaching out for discuss my current salary. During my time with the team, I have successfully contributed to many initiatives that have drive our success.

In view of my performance and the increased responsibilities I have taken on, I would like to request a salary review. I await your thoughts on this and appreciate your attention to this matter.

Warm regards,

Vaidik Prajapati

1. Resignation Email

From : [vaidikprajapati48@gmail.com](mailto:vaidikprajapati48@gmail.com)

To : [rajsharma.hrm@gmail.com](mailto:rajsharma.hrm@gmail.com)

Subject : Formal Resignation Notice

Dear sir,

I hope you find this message helpful. I am writing to formally resign from my position at RAYLIFE.pvt.ltd, effective February 28, 2025. This decision was not an easy one, and I am grateful for the opportunities I have had during my time here.

I appreciate your understanding and support as I transition into the next chapter of my career. I am committed to ensuring a smooth handover of my responsibilities prior to my departure.

Best regards,

Vaidik Prajapati