

## Module 1:

**Effective Communication Task:** 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

Respected sir,

I hope this message finds you well.

I would like to sincerely thank you for your support and guidance on **[specific task, project, or event]**. Your input was invaluable and greatly contributed to its success.

I truly appreciate your time and effort, and I look forward to working together again in the future.

Warm regards,  
Vaishvi

### 2. Letter of Apology

**Subject:** Apology Letter

Respected sir,

I would like to extend my sincere apologies for **[Reason]**. I understand the inconvenience this may have caused, and I take full responsibility.

Please rest assured that I have taken the necessary steps to ensure this does not happen again. I appreciate your patience and understanding.

Thank you for your continued support.

Sincerely,  
Vaishvi

### 3. Reminder Email

**Subject:** Friendly Reminder: [Task/Meeting/Deadline Name]

Respected sir,

I hope you're doing well.

I wanted to kindly remind you about **[specific task or deadline]**, which is due on **[date/time]**. Please let me know if you need any assistance or additional information.

Looking forward to your response.

Best regards,  
Vaishvi

### 4. Asking for a Raise in Salary

**Subject:** Request for Salary Review

Respected sir,

I hope you are well. I would like to request a meeting to discuss the possibility of a salary review. Over the past **[duration]**, I have taken on additional responsibilities and contributed to **[specific achievements]**.

I am confident in the value I bring to the team and would appreciate the opportunity to discuss my compensation in light of these contributions.

Please let me know a convenient time to talk. Thank you for your consideration.

Sincerely,  
Vaishvi

## 5. Resignation Email

**Subject:** Resignation Effective [Date]

Respected sir,

I hope you're well. I am writing to formally resign from my position as **[Position]** at **[Company Name]**, effective **[last working day]**.

This was not an easy decision, and I am truly grateful for the opportunities and experiences I've had here. I appreciate your support and guidance during my time at the company.

I am committed to ensuring a smooth transition and will be happy to assist in any way I can.

Thank you again for everything.

Sincerely,  
Vaishvi