

MODULE 1: EFFECTIVE COMMUNICATION

Write professional emails

1. Thank you Email

To : Senior Ui/Ux Designer

Subject : Thank You for the Opportunity

Dear Vinay Patel,

I hope this email finds you well. I wanted to thank you for taking the time to meet with me on 21-11-2024. It was a pleasure to learn more about the Ui Designer position and the exciting projects your team is working on.

Our discussion about Hospital App Design was particularly inspiring and has further solidified my interest in joining Sureoff. I am especially excited about create a new design stuff with you.

Please don't hesitate to reach out if you need any additional information from my side. I look forward to the possibility of contributing to your team and bringing value to Sureoff.

Thank you once again for your time and consideration.

Sincerely,

Vasu Padmani

Mo. 98765 43210

2. Reminder Email

To : Branch Manager

Cc : Accounting Manager

Subject : Friendly Reminder: Outstanding Payment

Dear Anup Modi,

I hope you're doing well. This is a gentle reminder regarding the outstanding invoice No. 2021 for 5000/-, which was due on 25 November.

If you have already made the payment, kindly disregard this email. Otherwise, please arrange for the payment at your earliest convenience to avoid any late fees. If there are any issues or you need additional details, please feel free to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

Vasu Padmani

Sr. Graphic Designer

Mo. 98765 43210

3. Quotation Email

To : Accounting Manager

Subject : Request for Quotation:

Dear Rajesh Gohel,

I hope this message finds you well. I am writing to request a quotation for Dhoop Stick, as we are in the process of evaluating suppliers for our Dhoop Product service.

We are specifically looking for the following:

1. Dhoop sticks pack (20 sticks pack)
2. Dhoop cup pack (12 sticks pack)
3. Agarbatti sticks pack (250gm pack)

Kindly include the following details in your quotation:

- Unit pricing and total cost
- Payment terms and conditions
- Delivery time
- Warranty or support options

If possible, we would appreciate receiving the quotation by 6 december to allow us sufficient time for evaluation. Please feel free to contact me directly at 9876543210. if you require any clarification or further information.

We look forward to your response and hope to establish a long-term collaboration.

Thank you for your time and assistance.

Sincerely,

Vasu Padmani

Mo. 98765 43210

4. Asking for a Raise in Salary

To : Manager

Subject : Request for a Salary Adjustment Discussion

Dear Savan leela,

I hope this email finds you well. I would like to request a meeting to discuss the possibility of a salary adjustment based on my contributions and responsibilities within Sureoff.

Over the past 2 Year, I have been fully committed to Graphic Design . Some of the contributions I'm particularly proud of include:

- Developed a new system for our Design team.
- Successfully led a Diwali add project that increased efficiency by
10%

I have also taken on Design team leader, which I believe further demonstrate my value to the Company. Given these contributions, I feel that a salary adjustment would more accurately reflect my work and the market rate for my role.

I truly value being part of Sureoff and am committed to contributing to its success. I would appreciate the opportunity to discuss this matter further at a time that is convenient for you. Please let me know when you would be available for a meeting.

Thank you for considering my request. I look forward to your response.

Sincerely,

Vasu Padmani

Sr. Graphic Designer

Mo. 98765 43210

5. Resignation Email

To : Manager

Subject : Resignation Notice

Dear Samay Raina,

I am writing to formally announce my resignation from my position as Graphic Designer at Sureoff, effective 15 December.

This decision was not an easy one, as my time at Sureoff has been both professionally rewarding and personally fulfilling. I am deeply grateful for the opportunities I've had to grow, collaborate with talented colleagues, and contribute to Social Add Project.

You Know my family Sty at Rajkot and I work at Ahemdabad. Now Day My Parents are not feeling well so I deside to move closer to family.

During the remainder of my time here, I will do my best to ensure a smooth transition. I am happy to assist with the handover of my responsibilities and to help train a replacement if needed. Please let me know how I can help make this process as seamless as possible.

Thank you for your guidance and support throughout my tenure at Sureoff. I hope to stay in touch, and I wish you and the team continued success in all future endeavors.

Sincerely,

Vasu Padmani

Sr. Graphic Designer

Mo. 98765 43210