

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

Dear, Tanvir Mam

I hope this message finds you well. I am writing to express my sincere gratitude for your support and guidance on the [project/task name]. Your assistance played a crucial role in achieving our goals successfully.

Thank you once again for your valuable contribution.

Best regards,
Vijay Suryavanshi

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2. Letter of Apology

Subject: Sincere Apologies for the Inconvenience

Dear, Tanvir Mam

I would like to offer my sincere apologies for the inconvenience caused due to [briefly state the issue]. I understand the importance of this matter and deeply regret any disruption this may have caused.

Please be assured that we are taking the necessary steps to prevent such occurrences in the future.

Thank you for your understanding.

Sincerely,
Vijay Suryavanshi

3. Reminder Email

Subject: Friendly Reminder: [Meeting]

Dear, Tanvir Mam

I hope you are doing well. This is a kind reminder regarding the upcoming Meeting scheduled for 10/09/2025, AT 10:00 am.

Please let me know if you need any assistance or clarification in this regard.

Thank you for your attention.

Best regards,
Vijay Suryavanshi

5. Email of Inquiry for Requesting Information

Subject: Request for Information on [Topic]

Dear, Tanvir Mam

I hope this email finds you well. I am reaching out to request more information regarding [specific topic or service]. I would appreciate it if you could share the relevant details or direct me to the appropriate contact.

Looking forward to your response.

Kind regards,
Vijay Suryavanshi

9. Resignation Email

Subject: Resignation Notice

Dear, Anisha Mam

I am writing to formally resign from my position as Manager at GOODLUCK EXPORTS LTD, effective from 30/08/2025.

I am grateful for the opportunities and support provided during my tenure. I will ensure a smooth transition and assist in handing over my responsibilities.

Thank you once again.

Sincerely,
Vijay Suryavanshi