

**NAME: YASH SHAH**

## *Assignment 1*

### **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
2. Letter of Apology
3. Reminder Email
4. Quotation Email
5. Email of Inquiry for Requesting Information
6. Email Asking for a Status Update
7. Asking for a Raise in Salary
8. Email to Your Boss About a Problem (Requesting Help)
9. Resignation Email
10. Introduction Email to Client

## **ANSWER'S:**

### **1. Thank You Email**

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

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

**SUBJECT: THANK YOU FOR YOUR SUPPORT**

Dear Kunal,

I hope you're doing well. I want to sincerely thank you for the incredible support and guidance you provided during my final examination preparation. Your time, patience, and constant encouragement truly meant a lot to me. The way you explained difficult concepts and helped me stay focused played a significant role in boosting my confidence and keeping me motivated throughout the journey.

I genuinely believe I couldn't have done it without your help. Friends like you make challenging times much easier to get through, and I'm deeply grateful for everything you did for me. Thank you once again for standing by me, believing in me, and contributing to my success. It truly means the world.

Warm regards,  
Yash Shah

## 2. Letter of Apology

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

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

**SUBJECT: APOLOGY FOR THE DELAY IN ASSIGNMENT SUBMISSION**

Dear Faculty Kunal Shah,

I hope this message finds you well. I'm writing to sincerely apologize for not submitting assignment with deadline which you provided. I really understand the importance of timely submission and I truly apologized for the delay. Due to health issue, I was unable to complete the assignment on time. However, I have now completed my assignment and I'll submitted immediately for the presentation. I assure you that I'll be attentive for the next time and will be ensure that timely assignment submission in the future.

Thank you for your understanding.

Sincerely,  
Yash Shah

## 3. Reminder Email

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

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

**SUBJECT: GENTLE REMINDER: UPCOMING DEADLINE FOR WEBSITE DESIGN SUBMISSION**

Dear Kunal,

I hope you're doing well. This is the gentle reminder upcoming deadline for the Skill Swap Website Design Project, which is due on June 25, 2025. Kindly ensure that all the require document, necessary files are submitted before the deadline.

If you need to help or any query. Please feel free to reach out. I'm happy to help you in the Project.

Best Regards,  
Yash Shah  
Web Designer

## 4. Email of Inquiry for Requesting Information

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

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

**SUBJECT: REQUEST FOR INFORMATION REGARDING WEB HOSTING SERVICES**

Dear Kunal,

I hope you're doing well. I'm looking for a good and trusted web hosting service for my upcoming website design projects. Can you please share details about your prices, how much storage space you provide, how reliable your service is, and how I can get support if something goes wrong? I'd also like to know if your hosting works well with WordPress or other website builders. This will help me make the right choice and plan my work properly. Please let me know if you need any details from my side.

Sincerely,  
Yash Shah  
Web Designer

## 9. Resignation Email

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

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

**SUBJECT: RESIGNATION NOTICE**

Dear Kunal,

I hope you are doing well. I am writing to let you know that I have decided to resign from my position as Web Designer at Skill Swap Designs, and my last working day will be June 25, 2025. This was not an easy decision, but after thinking carefully, I believe it is the right step for my personal growth and future career plans. I am truly thankful to you and the entire team for the support, guidance, and great experience I've had during my time here. I will make sure to finish all my current tasks and help with anything needed to make the handover smooth before I leave.

Thank you once again for everything.

Sincerely,  
Yash Shah