

Module 1 : effective communication

1. Thank you email

To : divya789@gmail.com

From : yatrídave@gmail.com

Subject : Thanking you for the opportunity

Respected ma'am,

I hope this mail finds you well. I am writing this email to sincerely thank you. You trusted my abilities and skills and provided me the opportunity to work on company's Customer Churn Prediction Model . I have learnt so much from this project. I have also valued your support and guidance throughout the project.

Working on this has been a valuable experience, and I look forward to contributing further to the team's goals.

Thank you once again.

Warm regards,

Yatri dave

2. Email Asking for a Status Update

To : amipatoliya@gmail.com

From : yatrídave@gmail.com

Subject : Asking for status update

Dear Ami ,

I hope you are doing well. I have to write this email for asking you about the company's Credit Risk Scoring Model. We are only 6 days far from the deadline.

Kindly report to me about the progress of the project and we will discuss the further work. Please let me know if you need any guidance from my side.

Looking forward to your response.

Best regards,

Yatri dave

3. Asking for a Raise in Salary

To : janvimandani@gmail.com
From : yatrídave@gmail.com
Subject : Asking for a salary hike

Respected ma'am ,

Hope you are doing well. I'm writing this mail to kindly request to give me a raise in my salary. I would like to formally request a meeting to discuss a possible review of my current salary.

I am a responsible and sincere employee of the company. I have contributed a lot in the progress of company as well as trained 10 juniors .

I would greatly appreciate the opportunity to discuss this further at your convenience.

Looking forward to your response.

Best regards,
Yatri dave

4. Reminder Email

To : divya.vsanalytics@gmail.com
From : yatrídave@gmail.com

Subject : Reminder for Submission of Data Analysis Report

Hello Divya,

I hope this message finds you well. I am writing to kindly remind you about the submission of the Data Analysis Report on Customer Segmentation, which was due on 05/05/2025.

This report is the base of our new starting project. We have to start that project as soon as possible but due to your delay, we are not able to do so. Kindly notice that you have to submit it on 15/05/2025.

Thank you for your attention to this matter.

Best regards,

Yatri dave

5. Resignation Email

To : avanimakvana@gmail.com

From : yatri.tops@gmail.com

Subject : Resignation Notice – yatri dave

Respected ma'am,

I am writing this email to formally resign from my position as senior DS at VS infotech on July 15, 2025.

This was not an easy decision to make, as I have greatly valued my time at this company. I really respect the opportunities, skills and chances which were provided by the company.

I will fulfill all the formalities related to this topic and will provide all the access to my junior to ensure a smooth transition.

Thank you once again for the opportunity.

Warm regards,

Yatri dave

