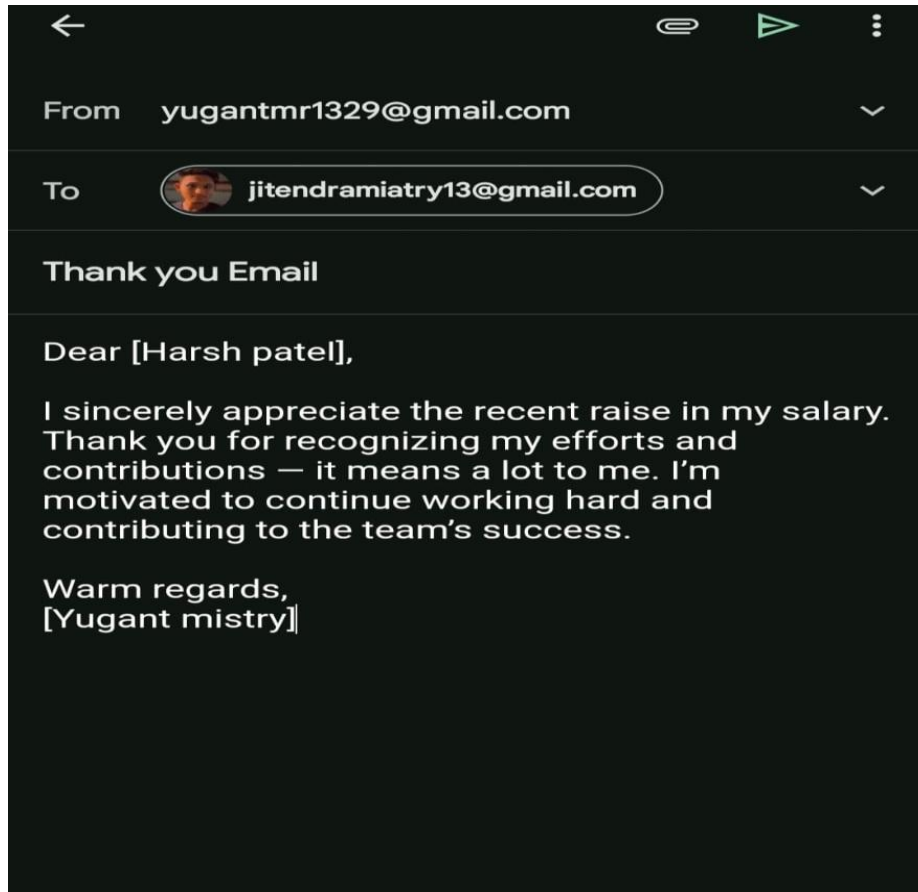


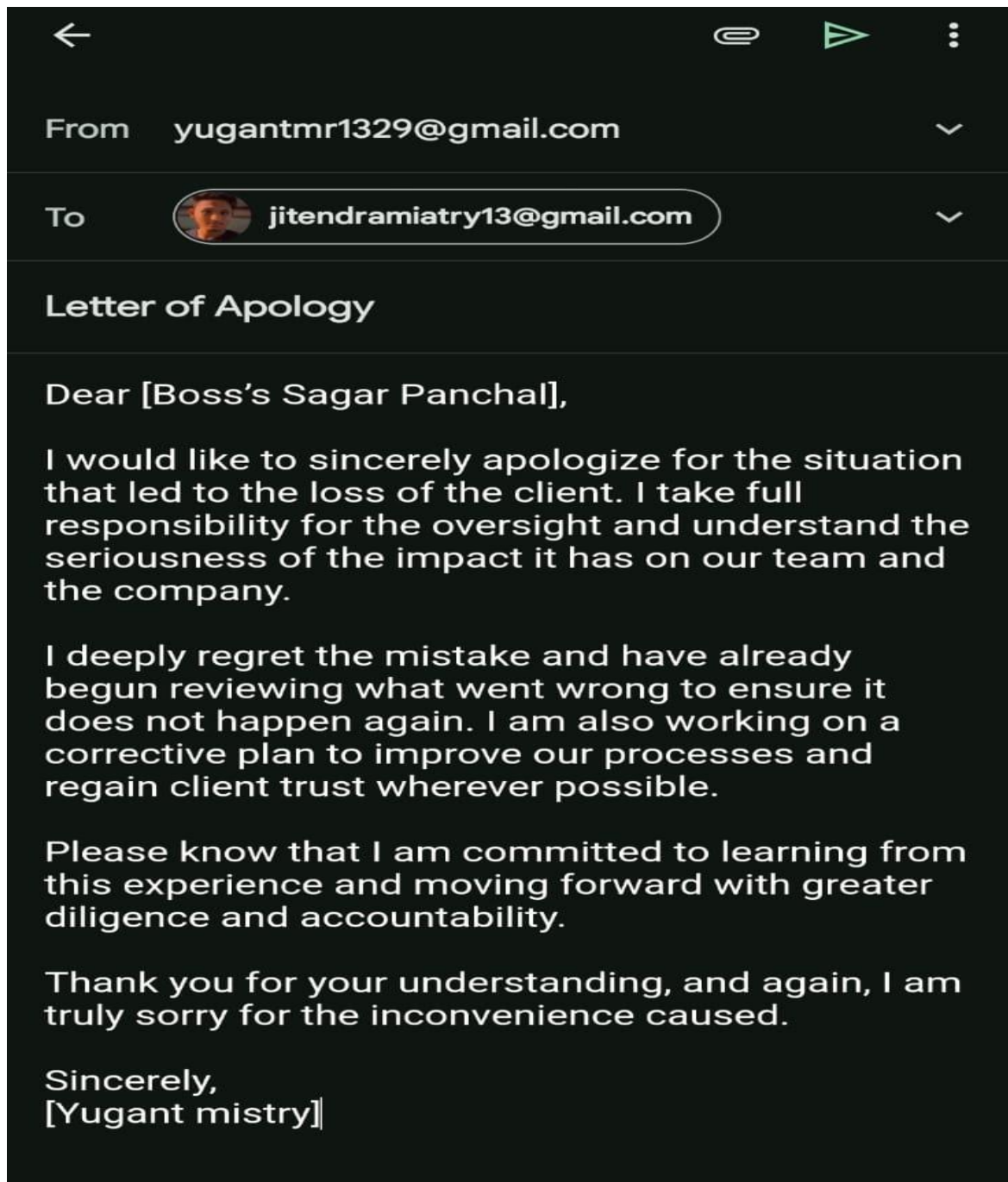
## Module 1: Effective Communication

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

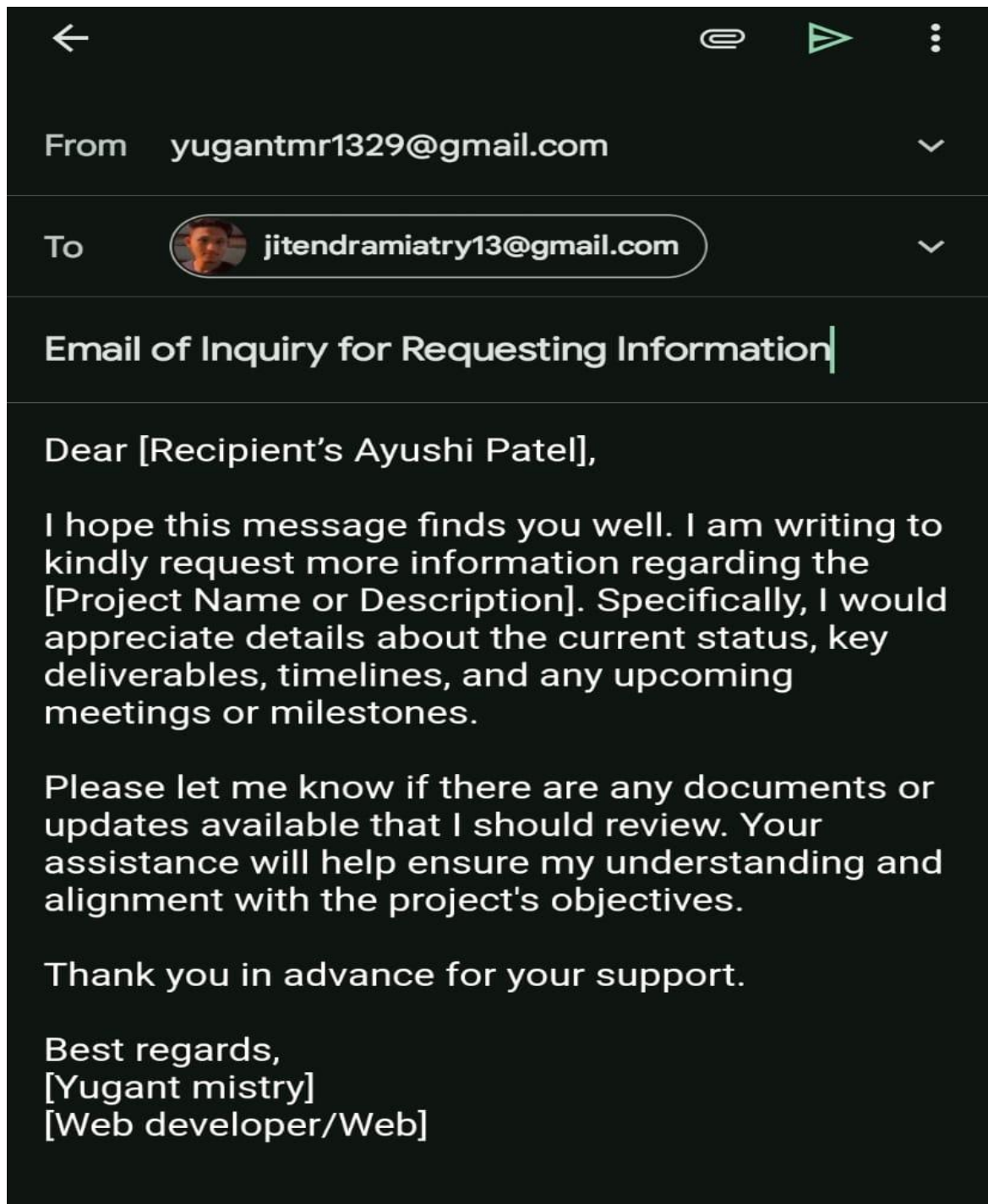
### (1) Thank you Email



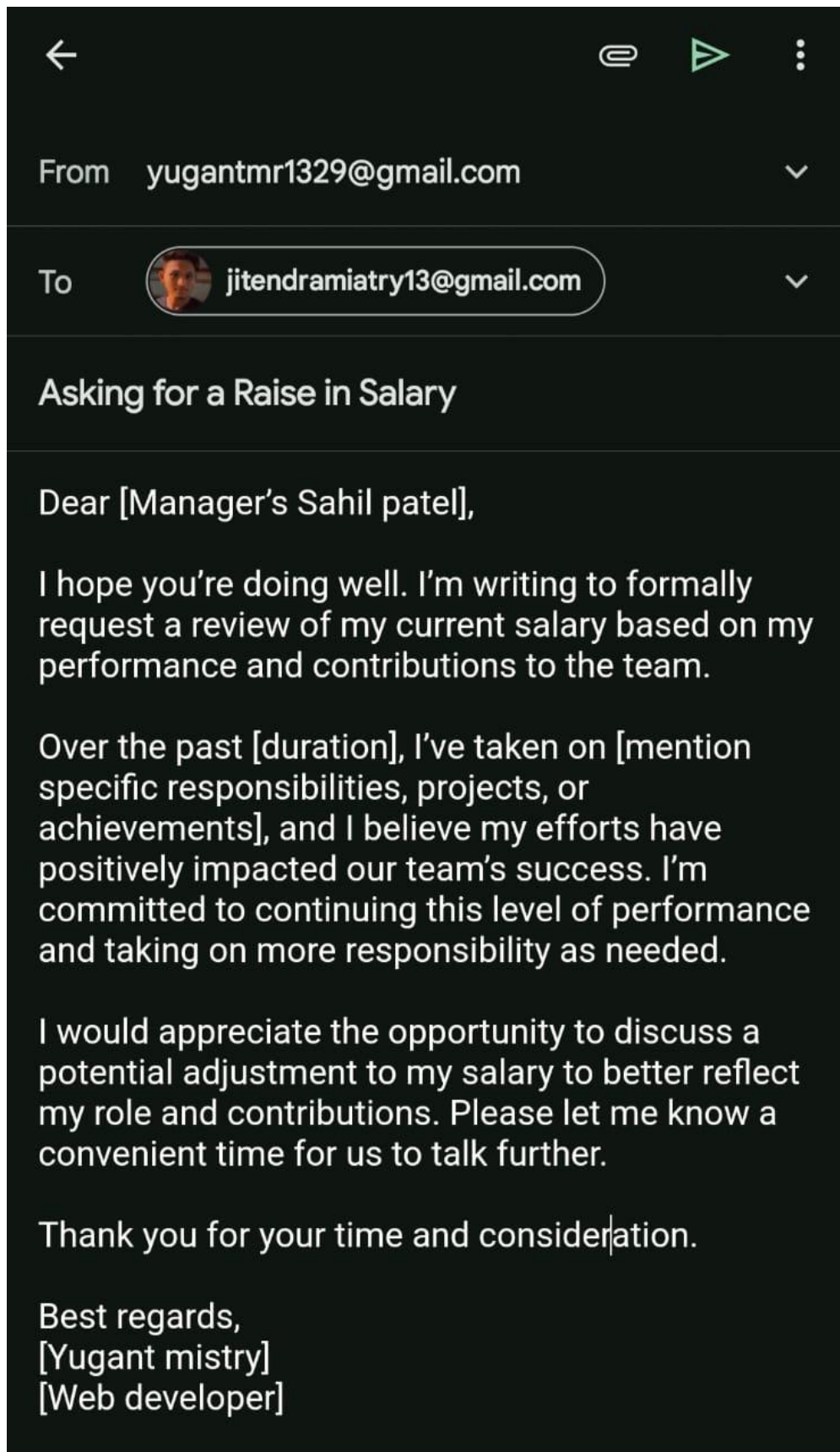
## (2) Letter of Apology



### (3) Email of Inquiry for Requesting Information



#### (4) Asking for a Raise in Salary



(5) Resignation Email



Dear [Supervisor's/Manager's Deep Parmar],

I hope this message finds you well. I am writing to formally resign from my leader role at [Micro Hard company ], effective [Last Working Day, May 15, 2025].

This decision was not easy, but after careful consideration, I believe it is the right time for me to move on. I'm grateful for the opportunity to have been part of the workshop and for the support and learning experiences during my time here.

Please let me know how I can assist in ensuring a smooth transition. Thank you again for the opportunity.

Sincerely,  
[Yugant mistry]