**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: Letter of Appreciation - Zaid Alotwala

Dear Mr. Michael,

Greetings!

I am writing this letter to express my sincere gratitude for your invaluable support and guidance. Your efforts in assisting me with the matter that impacts my position are truly appreciated.

I look forward to working with you and achieving great success together. Please feel free to contact me if I can be of any assistance.

Best Regards,  
**Zaid Alotwala**

**2. Letter of Apology**

Subject: Letter of Apology - Zaid Alotwala

Dear Mr. Michael,

Greetings!

I sincerely regret any inconvenience or misunderstanding caused by my actions. It was never my intention to cause any disruption, and I deeply apologize for any difficulties this may have led to.

I truly appreciate your understanding and assure you that I will make every effort to prevent such situations in the future. Please feel free to reach out if I can be of any help.

Best Regards,  
**Zaid Alotwala**

**3. Reminder Email**

Subject: Reminder: Monday Report Submission

Dear Mr. Michael,

Greetings!

This is a gentle reminder about the upcoming deadline for submitting the report, which is due by Monday. Kindly ensure that all required details are included to avoid any last-minute concerns.

Please let me know if you have any questions or require any assistance.

Thanks,  
**Zaid Alotwala**

**4. Quotation Email**

Subject: Request for Project Quotation

Dear Mr. Michael,

Greetings!

I am reaching out to request a detailed project quotation, including all relevant documents. Kindly provide a complete financial breakdown along with any associated resources or additional expenses that may arise as the project progresses.

Additionally, please share the terms and conditions to help us evaluate the feasibility of the project. Feel free to contact me if you require any further clarification.

Best Regards,  
**Zaid Alotwala**

**5. Resignation Email**

Subject: Resignation Letter – Zaid Alotwala – Developer

Dear Mr. Michael,

Greetings!

I am writing to formally submit my resignation from my position as a Developer. I have recently received an opportunity for a higher position as a Senior Developer with a better package. I have attached a copy of the offer letter for your reference.

As per company policy, I will serve a 30-day notice period, ensuring a smooth transition and completing all necessary handover procedures.

I sincerely appreciate the opportunities and experiences I have gained during my tenure and look forward to staying in touch. Please feel free to reach out if I can be of any assistance.

Best Regards,  
**Zaid Alotwala**