

Module 1: Effective Communication

Task: Write professional emails based on any 5 of the following scenarios.

Ensure clarity, conciseness, and a formal tone.

Prepared by: zeel

1. Thank you Email

Subject: Thank You for Your Suggestion

Hello Dharmi,

I just wanted to say thank you so much for your suggestion about the college. It really helped me make a better decision and cleared all my doubts.

You always give the best advice, I'm lucky to have a friend like you.

Thanks again!

Zeel

2. Resignation Email

Subject: Resignation Letter

Hello Ma'am,

I hope you're doing well. I wanted to inform you that I'll have to resign from my current position as I'm moving to another city soon. It was a great experience working here, and I truly learned a lot from you and the team.

I really appreciate all the support, guidance, and opportunities I received during my time here. I'll make sure to complete any pending work before I leave to ensure a smooth handover.

Thank you once again for everything.

Regards,
zeel

3. Reminder Email

Subject: Reminder for Payment

Hello Disha,

I hope you're doing well. I just wanted to remind you about the pending payment for your recent order. It might have slipped your mind, so I thought of sending you a quick reminder.

Please try to complete the payment at your earliest convenience. Once it's done, kindly share the confirmation so I can update my records.

Thank you so much for your time and cooperation!

Zeel

4. Letter of Apology

Subject: Apology for Not Submitting Assignment on Time

Hello Ma'am,

I'm really sorry for not submitting my assignment on time. I wasn't feeling well and couldn't complete it before the deadline. I'll make sure to submit it as soon as possible.

I truly apologize for the inconvenience caused. Thank you for understanding.

Zeel

5. Email of Inquiry for Requesting Information

Subject: Inquiry About Course Details and Registration

Hello Ma'am,

I hope you're doing well. I wanted to ask for some details regarding the new course schedule and the registration process. I'm really interested in joining, but I'm not sure about the exact dates, timings, and the documents required for registration.

It would be very helpful if you could please share the complete information or guide me on where I can find the details.

Thank you so much for your time and support.

Zeel