

## 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

From – [zeel0439@gmail.com](mailto:zeel0439@gmail.com)

To – [kiran453@gmail.com](mailto:kiran453@gmail.com)

Subject – Thank you for Your Support on the Javascript project, timely and Valuable Contribution

Dear Kiran ,

I want to take a moment to appreciate your support and contribution to the javascript project. Your approach and attention to detail made a significant difference, especially given the tight deadline.

Thank you once again for your hard work and commitment. I look forward to continuing this teamwork in our upcoming projects.

Thanks & Regards,

Zeel.

### 2. Resignation Email

From – [zeel0439@gmail.com](mailto:zeel0439@gmail.com)

To – [addonsindia@gmail.com](mailto:addonsindia@gmail.com)

Subject: Resign from the technician position

Dear sir/ma'am,

I'm writing to resign from my position as technician at addon induction. Though it was a difficult decision, I have enjoyed working with you and the team. However, after careful consideration, I have decided to move on.

My last day on the job will be 17 november 2025. Please let me know if there are any necessary steps I need to take before then.

Thank you again.

Sincerely,

Zeel.

### 3. Reminder Email

From – [zeel4039@gmail.com](mailto:zeel4039@gmail.com)

To – [customer718@gmail.com](mailto:customer718@gmail.com)

Subject - Gentle Reminder – Payment Due for Mobile Repair Service

Dear sir/ma'am,

Greetings!

This is a gentle reminder regarding the pending payment for the recent mobile repair service provided. As per our records, the service charges have not yet been received.

We request you to kindly check and process the pending payment at the earliest. If the payment has already been made, please ignore this message and accept our thanks.

Please let me know for any queries.

Thank you for the cooperation.

Regards,

Zeel.

### 4. Email to Boss About a Problem (Requesting Help)

From – [zeel4039@gmail.com](mailto:zeel4039@gmail.com)

To – [kapadia323@gmail.com](mailto:kapadia323@gmail.com)

Subject: Requesting Assistance Regarding Database Backup Issue

Dear sir/ma'am,

I would like to bring to your notice an issue I am currently facing with the database backup process in the CRM Enhancement Project. The automated backup script is failing intermittently, which is causing incomplete records to be stored.

I have checked the scheduler, verified server space, and tested manual backups, but the issue still remains unresolved. I would appreciate your guidance on how best to proceed or if we could discuss this briefly to determine the right approach.

Your support will help in resolving the issue at the earliest and maintaining project timelines.

Sincerely,  
zeel.

## 5. Asking for a Raise in Salary

Dear Mr. Kapadia,

Subject: Request for Salary Increment Discussion

I am zeel from the Web Development Department at addon's IT Solutions Pvt. Ltd. I would like to formally request a review of my current salary based on my responsibilities and overall performance.

During the recent months, I have taken on additional workload, including handling client interactions, assisting with junior team members, and completing the Dashboard Analytics Module ahead of schedule.

Considering my commitment and continuous improvement in my role, I kindly request an opportunity to discuss the possibility of a salary increment at a time convenient for you.

Thank you for your time and understanding.

Sincerely,  
zeel.