

## SOFT SKILL ASSIGNMENT

### 1. THANK YOU EMAIL FOR JOB OFFER

To : gricksoft485@mail.com

Subject : Express appreciation

Dear Rakesh,

Thank you for your job offer, please take this email as a formal acceptance.

I'm excited to join Grik soft pvt ltd and can't wait to get started! Please feel free to contact me if you require any additional information from me.

I look forward to working with you and starting asap. I'll hand in my resignation this week.

Kind regards,  
Abhishek Rajput

### 2. Apology email to client

To : vikashpk689@mail.com

Subject : Sorry about that!

Dear Vikash Jain,

I would like to sincerely apologize for the poor-quality service you received from us at Croma Enterprise pvt ltd. We recognize that we failed to live up to your expectations and understand how frustrated and upset you were.

All of us at Croma Enterprise pvt ltd would like to sincerely apologize for the service you received. In light of your experience, we are making changes to ensure this never happens again.

We hope you will continue to work with us and look forward to hearing from you in due course.

Yours Sincerely,  
Abhishek Rajput

### 3. Event Reminder Email

To : krunalkumar4589@mail.com

Subject : Managing change in time of crisis on 1 Sep

Dear Krunal,

I'm contacting you to confirm your attendance at our event, 'Managing change in a time of crisis', which takes place on 1 September 2024.

The event has proved to be popular, and places are in demand. To confirm your spot, please respond in writing by replying to this email. Once you have confirmed your attendance, we will provide you with all the details you need for the event.

If we do not hear from you by 1 August 2024, we will assume you are not attending and offer your place to someone else.

Kind regards,

Abhishek Rajput

### 4. Resignation letter email to HR

To : apnarasanwala@mail.com

Subject : Resignation letter – Abhishek Rajput

Dear hr team,

Please accept this email as my formal resignation from my position as Team Leader at Apna Rasanwala on 12 July 2024.

I've accepted a new role as Sales Manager at Vijay Mamra pvt ltd. They will contact you to request a reference shortly. I would welcome that chance to discuss my leaving date with you and urge you to contact me as soon as you can.

Kindest regards,

Abhishek Rajput

### 5. Manager introduction email to customer sample

To : nirajpatelvk4553@mail.com

Subject : Meet – Your new account manager

Hi Niraj Patel,

I want to introduce our new account manager Aniket Rathod.

They will be taking control of the account from 25 February 2024 . They will be in touch shortly to arrange a meeting with you.

We have met and discussed your account, and I have provided a comprehensive handover covering everything. I am 100% confident that they will continue to provide an exceptional level of service.

I have shared your contact details and understand Niraj Patel will be in touch today. Furthermore, I remain at Stream finance ltd and can provide any support you require during the handover. Finally, it has been a pleasure working with you, and I wish you well in the future.

Best regards,  
Abhishek Rajput