

SOFTSKILLS ASSIGNMENT

1. Thank You Email :-

Subject : Thank You for the Opportunity.

Dear Dhruvin Patel,

I hope this message finds you well. I would like to express my sincere gratitude for the opportunity to work on Project. It was a valuable experience, and I appreciate the trust and support extended to me.

Your guidance and encouragement greatly contributed to the success of this initiative. I look forward to contributing further and collaborating on future projects.

Thank you once again.

Best regards,
Ajay Gadhvi

2. Letter of Apology :-

Subject : Apology for the Delay in Submission.

Dear Abhishek Kumar,

I am writing to sincerely apologize for the delay in submitting the Assignment which was due on 09/05/2025. Due to Final year exam running then assignment not submitted by due date that was the reason and I take full responsibility for the delay and regret any inconvenience caused. I am currently finalizing the document and will ensure it is delivered by 13/05/2025.

Thank you for your understanding and patience.

Sincerely,
Milan Khuti

3. Reminder Email :-

Subject : Friendly Reminder: Upcoming Deadline for Creat New Website.

Dear Paresh,

I hope you are doing well. I wanted to kindly remind you that the deadline for creating new website is approaching on 19/04/2025.

Please let me know if you need any additional information or assistance to complete this task on time.

Looking forward to your response.

Best regards,

Parth Patel

4. Email Asking for a Status Update :-

Subject : Request for Status Update on Clinical Managment System.

Dear Rahul,

I hope you are well. I am writing to request a status update on project by clinical managment system, which was scheduled for completion by 11/09/2024.

Could you please share the current progress and any challenges, if any? This will help us align on next steps and ensure we remain on track.

Thank you for your attention.

Warm regards,

Divyesh Bhatt

5. Resignation Email :-

Subject : Formal Resignation – Parth Gohel

Dear Jay Jani,

I am writing to formally resign from my position as manager at Company tata, effective Last Working Date, typically two weeks from the date of the email.

This decision was not easy, as I have greatly valued my time here and appreciate the opportunities for growth and learning that have been provided.

I will do everything possible during my notice period to ensure a smooth transition. Please let me know how I can assist during this time.

Thank you once again for your support.

Sincerely,
Parth Gohel