

# SOFT SKILLS ASSIGNMENT

## Reminder Email

Subject: Friendly reminder pending bill account

Dear Vicky Mehta

I hope this message finds you well. I wanted to send a friendly reminder regarding the pending bill amount of [ insert amount ] that was due on [ 18-10-2024]

If you have already processed the payment , please disregard this email. If not, we would appreciate it if could arrange for payment at your earliest convenience.

If you have any questions or need further information, please feel free to reach out.

Thank you for your attention to this matter!

Best regards,

Aayushi Bhalodiya

Manager

Pascal steel industry

9406784550

Email asking for a status update

Subject: Request for status update on pending results

Dear Vicky Mehta

I hope this message finds you well. I am writing to inquiry about the status of my pending results for BCA at Saurashtra university.

I understand that the evaluation process can take time, but I would appericiate any updates you might have regarding when I can expect the results. This information is important for my academic planning and future steps.

Thank you for your assisatance, and I look forward to hearing from you soon

Best regards,

Aayushi Bhalodiya

003203211500

BCA Department

9876854380

## Asking for a raise in salary

Subject: Request for Salary Review

Dear Vicky Mehta

I hope this message finds you well. I would like to request the possibility of a salary review based on my contributions and growth within Pascal my request. I look forward to our Conversation steel industry.

Over the past 2 years, I have taken on additional responsibilities, human resource(HR). I believe these efforts have positively impacted our team and the company as a whole.

Given my increased responsibilities and the market trends for my role, I feel a review of my current salary would be appropriate. I am committed to continuing to contribute to our success and am eager to discuss this matter further.

Thankyou for considering my request. I look forward to our Conversation

Best regard,

Aayushi Bhalodiya

Project Manager

9087456325

## Resignation Email

subject: Resignation Notice

Dear Vicky Mehta

I hope this message finds you well. I am writing to formally resign for my position at pascal steel industry, Effective two weeks from the date of the email.

I have accepted a new opportunity that I believe will help me grow both personally and professionally. This decision was not easy, as I have truly enjoyed working with you and the team. I am gratefully for the support and guidance I've received during my time here.

I will do everything I can to ensure a smooth transition, including wrapping up my current projects and training my replacement if needed. Please let me know how I can assist during this period.

Thank you once again for the opportunities and experiences. I hope to stay in touch, and I wish the team continued success in the future.

Warm regards,

Aayushi Bhalodiya

Project Manager

9087453265

Email your Boss about a problem (asking for a help)

Subject: Request for Assistance Computer Replacment

Dear Sir,

I hope this message finds you well. I am reaching out to discuss an issue I am experiencing with my current computer. It has been the problem is running slowly, frequently crashing, which has been impacting my productivity and efficiency.

After trying several troubleshooting steps, I believe that a replacement might be necessary to ensure I can perform my tasks effectively. I would greatly appreciate your guidance on how to processed with this request.

If it's possible, I'd love t o setup a time to discuss this further and explore potential solutions. Thank you for your understanding and support.

Best regards,

Aayushi Bhalodiya

Project Manager

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