

Softskill Assignment: Campus To Corporate

Email writing

1. Email of Inquiry for Requesting Information

Dear Sir/Madam,

I hope you are doing well. I am Akshar Dholakiya, a Business Analyst, and I am currently exploring Business Intelligence Analyst. I would appreciate your assistance clarifying a few details to ensure a thorough understanding. Specifically, I would like information on:

- Career Prospects
- Required Skills:

Additionally, it would be helpful if you could provide specific formats or resources, e.g., presentations.

Please let me know if there are any steps I need to follow to obtain this information. I would appreciate your response

Thank you for your attention to this matter. I look forward to hearing from you.

Sincerely,

Name: Akshar Dholakiya

2. Asking for a Raise in Salary

Respected Sir,

I hope this message finds you well. I am writing to formally request a discussion regarding a potential adjustment to my salary. Over the past 2 years, I have thoroughly enjoyed contributing to WizNext Software Solution and taking on additional responsibilities that I believe have had a significant positive impact on our team's success.

In particular, I would like to highlight some key contributions:

- Successfully led the implementation of Care Coordinations project, which resulted in a 15% increase in Client Satisfaction.
- Consistently delivered exceeding quarterly targets by 40%.

Given these contributions, I feel it is an appropriate time to evaluate my current compensation to ensure it reflects the value I bring to the team and is aligned with my role and industry standards.

I would appreciate the opportunity to discuss this matter with you at a time that is convenient for your schedule. Please let me know if there is a specific process I should follow or any additional information you require from my end.

Thank you for your time and consideration. I look forward to your feedback.

Best regards,

Name: Akshar Dholakiya

3. Email to Your Boss About a Problem (Requesting Help)

Dear Sir,

I hope this email finds you well.

I am reaching out to request your guidance and assistance with an issue I am facing regarding the upcoming project deadline for the marketing Campaign. I have encountered an unexpected challenge in finalizing the campaign materials, as the design team has been delayed in delivering the required assets, which is affecting my ability to meet the deadline.

Despite my efforts to communicate with the design team and push for a quicker turn around, it seems that the delay is unavoidable, and the project timeline may need to be adjusted. Given the importance of this campaign, I want to ensure that we maintain the quality and impact of the final deliverables.

Could you kindly advise on how you would like me to proceed? If possible, I would appreciate your help in either negotiating a new timeline with the client or exploring other options to mitigate the delay. I am open to any suggestions or recommendations you may have to address this situation effectively.

Please let me know if you would be available for a brief meeting to discuss this further or if you prefer that I take specific actions on your behalf.

Thank you for your understanding and support. I look forward to hearing from you.

Best regards,
Akshar Dholakiya

4. Resignation Email

Dear Sir,

I hope this message finds you well. I am writing to formally resign from my position as a Business Analyst at WizNext Software Solution , effective from 1 January 2025.

I have truly appreciated the opportunities for growth and development that I have had while working here. I have learned a great deal and enjoyed being a part of the team. However, after careful consideration, I have decided to pursue a new career opportunity that aligns with my personal and professional goals.

Please let me know how I can assist with the transition process. I am happy to help train a replacement or provide any support needed to ensure a smooth handover of my responsibilities.

Thank you once again for the opportunity to work with WizNext Software Solution. I wish you and the team continued success in the future.

Sincerely,

Akshar Dholakiya