

# SOFT SKILL ASSIGNMENT

## 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

**Subject:** Thank You, Dad!

**From:** Ayush18@gmail.com

**To:** janakbhai036@gmail.com

**Date:** 10/03/2025

Dear Dad,

I just wanted to take a moment to say **THANK YOU** for the amazing gift! Receiving the mobile on my birthday was such a wonderful surprise, and I absolutely love it. Your thoughtful gesture means so much to me, and I truly appreciate your love and gen.

More than the gift itself, I'm grateful for everything you do for me every single day. You always know how to make me feel special, and I'm so lucky to have you as my dad.

Thanks once again for making my birthday even more memorable! Love you lots.

Best,

Ayush

## **2. Letter of Apology**

**Subject:** Sincere Apologies for the Delay in Submission

**From:** Ayush18@gmail.com

**To:** dhruvsir1@gmail.com

**Date:** 11/04/2025

Dear Dhruv sir,

I hope you are doing well. I am writing to sincerely apologize for the delay in submitting JAVA assignment. I understand that this may have caused inconvenience, and I deeply regret not meeting the expected deadline.

Unfortunately, due to attending my cousin's wedding I was out of town, I was unable to complete the task on time. However, I take full responsibility for this delay and assure you that I am working diligently to finalize it as soon as possible.

To prevent this from happening in the future, I will ensure better time management and keep you informed of any potential delays well in advance. I truly appreciate your patience and understanding regarding this matter.

Once again, I sincerely apologize and hope to make up for any inconvenience caused. Please let me know if there's anything I can do to rectify the situation.

Best regards,

AYUSH PATEL

### 3. Reminder Email

**Subject:** Friendly Reminder: Upcoming Exam

**From:** Ayush18@gmail.com

**To:** udit1818@gmail.com

**Date:** 11/03/2025

Hey Udit,

Hope you're doing well! Just wanted to send you a quick reminder about our upcoming **JAVA** exam on **15/03/2025** at **10:00 am**. I know things can get busy, so thought I'd check in and make sure you're all set.

Let's revise together if you're up for it! Let me know if you need any notes or if we should plan a quick study session before the exam.

All the best—let's ace it!

Cheers,

AYUSH PATEL

### 4. Email of Inquiry for Requesting Information

**Subject:** Inquiry Regarding Room Availability and Rates at Taj Hotel

**From:** Ayush18@gmail.com

**To:** tajhotel@gmail.com

**Date:** 11/03/2025

Dear Reservations Team,

I hope you are doing well. I am interested in booking a room at **Taj Hotel Ahmedabad** and would like to inquire about the availability, rates, and amenities for my stay.

**Details:**

- **Check-in Date:** 15/03/2025
- **Check-out Date:** 17/03/2025

- **Room Type Preference:** Double
- **Number of Guests:** 2

Additionally, could you please provide information on any ongoing promotions, cancellation policies, and the included services (such as breakfast, Wi-Fi, etc.)?

I would appreciate it if you could share the details at your earliest convenience. Looking forward to your response.

Best regards,  
AYUSH PATEL  
9512009788

## 5. Resignation Email

**Subject:** Resignation Notice

**From:** Ayush18@gmail.com

**To:** Manish1@gmail.com

**Date:** 11/03/2025

Dear Manish sir,

I hope you are doing well. I am writing to formally resign from my position as **Front-end Developer** at Infotech , effective **31/03/2025**.

This decision was not an easy one, but after careful consideration, I believe it is the right step for my career and personal growth. I am truly grateful for the opportunities I have had at **Infotech** the support from my colleagues, and the valuable experiences I have gained during my tenure.

In the coming weeks, I will do my best to ensure a smooth transition, including assisting in the handover of my responsibilities. Please let me know how I can help during this period.

Once again, thank you for your guidance and support. I hope to stay in touch and look forward to crossing paths in the future.

Best regards,  
AYUSH PATEL  
9512009788

