

Soft Skill Assignment

Module 1: Effective Communication

Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. Subject: Introducing Kala Creation – Handmade Resin Products with Love

Dear Ms. Disha Pandey,

I hope this message finds you well.

I am excited to introduce you to **Kala Creation**, a brand dedicated to crafting **handmade resin products** that capture memories and add elegance to everyday life.

At Kala Creation, we specialize in:

- **Varmala & Wedding Keepsake Preservation**
- **Customized Keychains & Earrings**
- **Personalized Frames & Wall Clocks**
- And many more unique resin creations

Each piece is thoughtfully designed to blend creativity with utility, making it not just a product but a cherished keepsake. Whether it is preserving your most special moments or creating personalized gifts, Kala Creation ensures quality and uniqueness in every design.

We would love to collaborate with you and bring our artistry into your collection. Please let us know a convenient time to connect further.

Looking forward to crafting something beautiful for you.

Warm regards,

Chintan Parmar

Founder of Kala Creation



chintanparmar61@gmail.com



+91 9904039602

Instagram: **@kala._creation._**

2. Subject: Email Asking for a Status Update on Current Project

Dear Team,

Greetings of the day!

I hope you are all doing well.

As the Team Leader for this project, I am writing to check on the status of the project and see where everyone stands. Could you please share the progress you have made so far, any challenges you may be facing, and if there are any areas where you need assistance?

If anyone has new ideas or updates that could improve the project, please feel free to reach out to me. We can discuss those points in detail as a team and explore all possible solutions together.

Additionally, I would like to remind everyone to provide weekly status updates on projects so that I can stay connected with your progress and offer help whenever necessary.

Thank you for your hard work, and I look forward to your updates!

Kind regards,

Chintan Parmar
Team Leader

3. Subject: Letter of Apology

Dear Rahul Vaidhya,

I sincerely apologize for my absence from the office during the period of **10th August to 17th August**. Unfortunately, I was diagnosed with **dengue fever** and was under strict medical supervision, which required me to take complete rest for recovery. Due to my health condition, I was unable to inform and coordinate effectively during this period.

I truly value my responsibilities at **PRAM ELECTECH** and understand the importance of maintaining consistency at work. I assure you that I am now in better health and committed to resuming my duties with full dedication. I will also put in extra effort to complete any pending tasks and ensure that my absence does not affect the overall progress of ongoing projects.

For your reference, I am attaching my **medical certificate** as proof of my illness and the doctor's advice for rest.

Once again, I apologize for any disruption caused and appreciate your kind understanding and support during this time.

Sincerely,

Chintan Parmar

Junior Service Engineer

4. Subject: Letter of Request for Salary Revision

Dear Bhavesh Vasani,

I hope this message finds you well.

I would like to formally request a review of my current salary. Having worked with **PRAM ELECTECH** for the past 2 years as a **Junior Service Engineer**, I have consistently contributed towards achieving team and organizational goals.

Over this period, I have handled critical projects, improved work efficiency, supported clients, trained new staff. I believe my contributions have added significant value to the company, and I am committed to continuing to do so.

Considering my performance, experience, and market standards, I kindly request a revision in my salary. I am confident this adjustment will reflect the responsibilities I handle and my dedication to the organization.

Thank you for considering my request. I look forward to discussing this with you at your convenience.

Sincerely,

Chintan Parmar

Junior Service Engineer

5. Subject: Resignation from Service Engineer Position

Dear HR,

I hope this email finds you well. My name is **Chintan Parmar**, and I am currently working as a **Service Engineer** in the company. I am writing to formally resign from my position as **Junior Service Engineer** effective from **1st October, 2025**.

I have had the privilege of working with the company for the past two years, during which I gained valuable professional experience and support from my colleagues and management. I am sincerely grateful for the opportunities provided to me.

After careful consideration, I have decided to pursue a different career path that aligns more closely with my long-term goals. This was not an easy decision, but I believe it is the right step for my personal and professional growth.

I will ensure a smooth transition of my responsibilities during the notice period and will provide full support in handing over my duties.

Thank you once again for the opportunity and support. It has been a pleasure working here.

Sincerely,

Chintan Parmar

Junior Service Engineer