

## Soft Skill Assignment

### Module - 1 Effective Communication

#### Email Writing:

#### 1. Thank you Email:-

**From:** dhruvpadhiyar@example.com

**To:** hr.[manager@company.com](mailto:manager@company.com)

**Cc:** [teamlead@company.com](mailto:teamlead@company.com)

**Subject:** Thank you for joining my promotion party.

Dear [Hr manager' Name] sir ,

Thank you very much for attending my promotion party. I truly appreciate your presence, and I'm glad to have the opportunity to work with you and my team.

I hope you enjoyed the evening and had a pleasant time with everyone.

**Warm regards,**

**Dhruv Padhiyar**

**+91-6352457346**

## 2. Letter of Apology Email:-

**From:** dhruvpadhiyar@example.com

**To:** hr.[manager@company.com](mailto:manager@company.com)

**Cc:** [teamlead@company.com](mailto:teamlead@company.com)

**Subject:** Apology for delay in project submission.

Dear [Hr manager' Name] sir ,

I sincerely apologize for the delay in submission the project deliverables. we faced some unexpected technical issues, but we're working hard to resolve them.

I assure you that we will deliver the completed work by new deadline.

Thank you for your patience and understanding.

**Warm regards,**

**Dhruv Padhiyar**

**+91-6352457346**

### 3. Reminder Email:-

**From:** dhruvpadhiyar@example.com

**To:** hr.[manager@company.com](mailto:manager@company.com)

**Cc:** [teamlead@company.com](mailto:teamlead@company.com)

**Subject:** Gentle Reminder : Pending invoice Payment.

Dear [Hr manager' Name] sir ,

This is a kind reminder regarding the pending payment for invoice #123 , which was due on still previous date . Kindly process the payment at your earliest convenience.

Please let me know if you need any additional details.

Thank you for your attention, and we appreciate your cooperation.

**Warm regards,**

**Dhruv Padhiyar**

**+91-6352457346**

#### 4. Email of Inquiry for Requesting Information:-

**From:** dhruvpadhiyar@example.com

**To:** hr.[manager@company.com](mailto:manager@company.com)

**Cc:** [teamlead@company.com](mailto:teamlead@company.com)

**Subject:** Inquiry Regarding [ Web Development].

Dear sir/mam ,

I hope this email finds you well. I'm interested in enrolling in your institute to provide my courses but I'm interest in web developing.

**Could you please provide information regarding;**

- Course duration
- Eligibility criteria
- Admission process and deadlines
- Fee structure
- More of study (online/offline)

Your guidance will help me make an informed decision. I look forward to your response.

Thank you for your assistance.

**Warm regards,**

**Dhruv Padhiyar**

**+91-6352457346**

## 5. Resignation Email:-

**From:** dhruvpadhiyar@example.com

**To:** hr.[manager@company.com](mailto:manager@company.com)

**Cc:** [teamlead@company.com](mailto:teamlead@company.com)

**Subject:** Resignation for My Position .

Dear [Hr manager' Name] sir ,

I'm submitting my formal resignation from my position as devloper, effective form [last working date]. Due to personal reasons, I am unable to continue in my current role.

I'm grateful for the support and opportunities provided during my time at the company. I will ensure smooth handover of my responsibilities

Thank you once again.

**Sincerely,**

**Dhruv Padhiyar**

**+91-6352457346**