

Soft skills assignment module 1

1.Thank You Email

Subject: Thank You for Your Guidance

Dear Mr. Sharma,

I hope you are doing fine. I am writing to express my heartfelt gratitude for your support during the redesign of our company's website.

Your guidance on improving the homepage layout and refining the navigation structure was instrumental in creating a user-friendly and visually appealing interface. Working on this project has been a great learning experience, and I truly appreciate your support and encouragement throughout the process.

Thank you once again for your support. I look forward to collaborating with you on future projects.

Thanks and Regards,
Dikshita Suthar
UI/UX Designer
Tops Technologies

2. Letter of Apology

Subject: Apology for Design Oversight

Dear Ms. Kapoor,

I am writing to sincerely apologize for the design oversight in the recent mobile app prototype. The inconsistency in the button placement during the usability testing was a mistake on my side.

I have revisited the prototype design and ensured that everything works as expected. To prevent such issues in the future, I will be self reviewing entire working of prototype twice before submitting.

Thank you for understanding. Please let me know if there are any additional changes.

Sincerely,
Dikshita Suthar
UI/UX Designer
Tops Technologies

3. Email Asking for a Status Update

Subject: Request for Status Update on Design Approval

Dear Mr. Patel,

I hope you are doing well. I am reaching out for an update on the approval of the wireframes for the e-commerce project, specifically the homepage and product listing pages.

Your feedback would be helpful to move forward with the high-fidelity designs. If there are any additional inputs or suggestions, I'd be happy to proceed with those. Please let me know if there's anything you require from my side to escalate the process.

Thank you for your time and guidance.

Best regards,
Dikshita Suthar
UI/UX Designer
Tops Technologies

4. Resignation Email

Subject: Resignation Notice

Dear Mr. Mehta,

I am writing to formally resign from my position as UI/UX Designer at Tops Technologies, effective December 15, 2024.

This decision was not an easy one, as my time at Tops Technologies has been both rewarding and educational. I have had great learning during my time here. I am willing to explore something new and I have got an opportunity to do so.

During my notice period, I will ensure a smooth transition by completing ongoing projects. Please let me know if there are additional ways I can assist during this time.

Thank you for the opportunities and support throughout. I hope to stay in touch and best wishes to team.

Sincerely,
Dikshita Suthar
UI/UX Designer
Tops Technologies

5. Reminder Email

Subject: Friendly Reminder: Pending Design Feedback

Dear Ms. Desai,

I hope you are doing good. I am writing to kindly remind you about the pending feedback on the designed pages team shared last week.

Your input is crucial to ensure the design is good to go. If there are any other required changes please let me know, I'd be happy to make adjustments.

Thank you for your attention. I am looking forward for your response so we can proceed with the next phase.

Best regards,
Dikshita Suthar
UI/UX Designer
Tops Technologies