

## Soft Skills Assignment

### 1. Reminder Email :-

Subject: Appointment Reminder mail

Hi Meshva,  
I hope you doing well,

Just reminder from glamour nails about our appointment on 13/12/2024.  
To reschedule, please respond to this mail or call on +91 7203056260.

We look forward to welcoming soon!

Regards,  
Disha Patel

### 2. Asking for a raise in salary :-

Subject: Request For Salary Review

Dear Dharendra Pandey,

I hope this mail finds you well. I am writing to request a review of my current compensation. Over the past year, I have taken an additional responsibilities as web developer that have allowed me to contribute significantly to the team's success.

Based on my performance and commitment to Eglaf Technology, I would like to respectfully request a 10% raise to bring my salary more in line with market standards for this role. I am confident this increase accurately reflects the value I provide.

Thank you for your consideration. I look forward to discussing this matter further at your earliest convenience.

Regards,  
Disha Patel

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

Subject : Interested in Participating in Tech Innovators Conference 2024

Dear, Mr.Rushik

I am interested in joining the Tech Innovators conference 2024. could you provide a details on participation criteria, costs, and an other relevant information ?

Thanks.

Sincerely,  
Disha Patel

### 4. Resignation Letter :-

Subject: Resignation Notice: Disha Patel

Dear Umang Patel,

Please accept this email as formal notification of my resignation from my position as web Developer at Eglaf Technology, effective 31 Dec 2024.

I appreciate the professional experience and the support I have received during my time here. It has been a pleasure working with you and the team. Your guidance has been invaluable to my growth.

Thank you again for everything. I wish you and the company continued success.

Sincerely,  
Disha Patel

5. Introduction Email to Client :-

Subject: Your new account manager

Dear Mr. Dhruv,

My name is Disha Patel, and I am your new account manager at Marketing Solutions. I am eager to work with you and your company as we strive to make your brand more visible and profitable.

If you have any questions or concerns, feel free to contact me via email or phone at +91 7203056260.

Sincerely,  
Disha Patel