**Soft skills Assignments**

# Assignment-1: Write email on any 5 topics

1)Thank you email.

To: [rohan2510@gmail.com](mailto:rohan2510@gmail.com)

Subject: To express my gratitude by thanking you for the help with Research Paper.

Dear Rohan,

I hope that you are doing great, I am writing this mail to show my gratitude for all the help that you provided with my research paper even after having a busy schedule. All the insight and feedbacks that you provided were quite helpful. And, I am so happy to share this with you that my work was ranked 1st prize and it’s all because of your help so I thank you again for all the knowledge that you shared with me.

Hope to see you soon!

Bets regard,

Naman

2)Letter of apology.

To: [hetjain@gmail.com](mailto:hetjain@gmail.com)

Subject: A sincere apology for cancelling the meeting.

Dear Het,

I hope that this mail finds you good health. I would like to extend my sincere apology for cancelling the meeting. An urgency needed my attention to it so I had no option but to cancel it as of now.

I hope that you would understand my situation and will provide me with another date for the same.

Looking forward to meet you.

Best regard,

Mohan

3) Reminder mail

To: [ravisingh2@outlook.com](mailto:ravisingh2@outlook.com)

Subject: A reminder that I will be on leave for a week.

Dear Ravi,

I hope you are doing well; I am writing this mail to remind you that I will be on sick leave for week so you will either cancel the meeting or ask someone else do the presentation on my behalf.

I am really sorry for the inconvenience, I will join back from next week.

Best regards,

Sahil.

4) Mail asking status update

To: [vivek305@yahoo-inc.com](mailto:vivek305@yahoo-inc.com)

Subject: To get a status update on the company project.

Dear Vivek,

I hope you are in pink of health, I writing this mail asking you to provide me with status update on the on-going company project. I expect that you have already made the required changes.

I expect you to provide me with an update last by 6pm today.

Warm regards,

Arvind

5)Resignation mail

To: [jaydevkumar@concord.ac.in](mailto:jaydevkumar@concord.ac.in)

Subject: Mail of resignation.

Dear Jaydev,

I hope you are doing good; I am writing this mail to inform you that I will be resigning from the job next month. I am resigning as I want to explore some more fields and to provide myself some more time with my family.

I hope that you would happily accept my resignation and I wish well for you and the company.

Warm regards,

Satish