

Soft skill Assignment

1. Thank you Email:

To : sharma@gmail.com

Subject : Thank you for the Promotion opportunity

Dear Mr. Sharma,

I hope you are well. I wanted to thank you for my recent promotion to Senior software development engineer in test. I truly appreciate the trust and confidence you have placed in me. I am excited about the opportunity to take on new responsibilities.

I look forward to work hard and delivering my best efforts in this new role.

Thanks again for your help. I'm truly grateful for your support.

Warm regards,

Panara Falaknaaz

Automation tester

Contact no. : 9988776655

Email : falaknaaz0914@gmail.com

2. Letter of apology:

To : jayshah@gmail.com

Subject : Apology for missing the meeting

Dear Mr. Jay shah,

I sincerely apologize for not attending the meeting on 13th September, 2024. Unfortunately, my grandmother passed away, I was unable to attend as planned.

I understand the importance of the meeting , I apologize for any inconvenience. If it is possible, I would be interested to re-schedule the meeting at a time that is convenient for you. Once again, I apologize and thank you for your time.

Regards,

Falaknaaz

Senior software tester

Contact no. : 9988776655

Email : falaknaaz0914@gmail.com

3.Remider Email:

To : amitk44@gmail.com

Subject : Friendly reminder for a submission of defect report

Hi Amit,

I hope you are great. This is just a gentle reminder to submit the defect report for our E-commerce application.

Defect report is very important for us to move forward. If there is any reason for the delay, just keep me informed se we can plan accordingly. I look forward to seeing you with our report soon.

Thank you for your attention to this matter.

Warm regards,

Falaknaaz

Contact no. : 9988776655

Email : falaknaaz0914@gmail.com

4.Resignation letter:

To : nehash@gamil.com

Subject : Resignation letter

Dear Ms. Neha sharma,

Please accept this letter as a formal notice of my resignation from my position as senior software tester. My last working day will be 30th September, 2024. I take 15 days for complete pending work.

I would like to thank you for the mentorship and support you have provided me while working here. I look forward to staying in touch with this company. I wish the company continued success.

Once again thank you for the great opportunities and best experiences.

Warm regards,

Falaknaaz

Senior software tester

Contact no. : 9988776655

Email : falaknaaz0914@gmail.com

5. Asking for a raise in salary:

To : mahesh33@gmail.com

Subject : Asking for a raise in salary

Dear Mr. Mahesh shah,

I have been working in the company for last 4 years as senior software tester. I feel that my salary is not appropriate comparison my workload. I submit my projects and assignments without any delay.

Recently I have received the job offer from other company and the salary is higher than this company. However, I dedicate to our company. Therefore, I decided to write a letter.

Waiting for your early and positive reply.

Regards,

Falaknaaz

Senior software tester

Contact no. : 9988776655

Email : falaknaaz0914@gmail.com

