

Soft skill Assignment

1. Thank you Email:

To : sharma11@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,

Falaknaaz

+91 9988776655

2. Letter of apology:

To : jayshah00@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

+91 9988776655

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

+91 9988776655

4.Resignation letter:

To : neharana@gmail.com

Subject : Resignation letter

Dear Ms. Neha Rana,

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

+91 9988776655

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

+91 9988776655

