

# Soft Skills Assignment

## Module:-1 Effective Communication

### 1. Thank you Email

From: hardik@gmail.com

To: abc@gmail.com

Subject: Thank You Email

I hope you're doing well. I just wanted to take a moment to sincerely thank you for your time, help, support, opportunity Your generosity and effort are greatly appreciated, and I truly value your assistance.

Please let me know if there's anything I can help you with in the future.

Thank you again for everything. I look forward to staying in touch!

Best regards,

Hardik

## **2. Letter of Apology**

From: hardik@gmail.com

To: abc@gmail.com

Subject: Letter of apology

Respected Sir, Mam

I hope this message finds you well. I am writing to sincerely apologize for my mistake. I understand how this may cause inconvenience, and I deeply regret my actions.

Please know that I take full responsibility and am taking steps to ensure that this does not happen again in the future. Your understanding and patience in this matter would be greatly appreciated, and I assure you that I value our relationship and your trust.

Once again, I apologize for any trouble caused, and I truly appreciate your understanding.

Sincerely,

Hardik

### 3. Reminder Email

From: hardik@gmail.com

To: abc@gmail.com

Subject: Reminder Email

Respected Sir, Mam

I hope you are doing well. I just wanted to send them a quick reminder about the task you are reminding them of. Please let me know if you need anything or need any further information to proceed.

I would appreciate it if you could provide an update at your earliest convenience.

Thank you in advance for your attention to this matter. I look forward to your response.

Best regards,  
Hardik

#### **4. Email of Inquiry for Requesting Information**

From: hardik@gmail.com

To: abc@gmail.com

Subject: Inquiry Regarding Software Development Programs

Respected Sir, Mam

I hope this email finds you well. I am reaching out to inquire about available programs or courses related to studying software development. I would appreciate it if you could provide more information regarding the curriculum, duration, and any prerequisites or requirements for enrollment.

Your assistance in this matter would be greatly appreciated, and I look forward to your response.

Thank you for your time and consideration.

Best regards,

Hardik

## 5. Asking for a Raise in Salary Email

From: hardik@gmail.com

To: abc@gmail.com

Subject: Request for Salary Raise Discussion

Respected Sir, Mam

I hope you are doing well. I would like to take the opportunity to request a discussion regarding my current compensation. I have been with H tech company for 2 years and have consistently delivered strong results in my role as software developer. Given my contributions, growth in responsibilities, and the market standards, I believe that a review of my salary is appropriate at this time.

I would appreciate the opportunity to discuss this further at your earliest convenience. Please let me know when would be a suitable time for us to meet.

Thank you for your consideration, and I look forward to your response.

Best regards,  
Hardik