**SOFT Skill Assignment:**

* **Email Writing**
* **Subject** : Resignation Notice

Dear Pushparaj Sir,

* Greetings of the day! I hope you are doing well.
* I am grateful for the opportunities . I ' ve had during my time here and appreciated the office staff support from You and The Team. I will ensure a smooth transition and complete any outstanding tasks , before my departure.
* I hope this message finds you well. This decision was not an easy one, and I want to express my sincere gratitude for the opportunities and support I have received during my time here . I am writing to formally resign from my position at 3D artist in studio design atelier private ltd. effective 30,oct,2024
* Thank you once again for support and understanding.

Best regards ,

Hardik Koshti ,

3D artist

* **Thank You Email**

**Subject:** Thank You for Promotion

Dear Imran Pathan,

* Greetings of the day! I hope You are doing well.
* I Wanted to take a moment to express my sincere gratitude for the promotion truly appreciate the trust and confidence you have placed in me with this new responsibility. It's an honor to continue contributing to the team, and I am excited about the new opportunities and challenges that lie ahead.
* Your leadership and support have been key factors in my growth , and I look forward to continuing to work under Your guidance . I am committed to giving my best in this new role and contributing to the overall success of the company . Please let me know how I can best contribute in this new role.
* Thank You once again for this Opportunity.

Best Regards,

Hardik Koshti,

3d artist

* **Asking for a raise in salary** **Email**
* **Subject:** Request for a Salary Raise Discussion
* Dear Tushar Patel,
* Greetings of the day! I hope You are doing well.
* I wanted to take a moment to thank you for the continuous support and trust you've shown me during my time at Tops Technologies. Working as a Front-End Developer has been both a challenging and fulfilling experience, and I’ve greatly valued the opportunities to contribute to our projects and develop my skills under your guidance.
* With that being said, I would like to kindly request a discussion regarding a potential raise in my salary. Given my contributions to the recent works releted projects and my ongoing commitment to the team, I believe my current compensation could be reviewed to better align with the value I bring to the company.
* Thank you for your time and consideration. I look forward to discussing this with you at your earliest convenience.

Best Regards,

Hardik Koshti

* **Email of inquiry for requesting information**
* **Subject:** Request for Project Details Regarding the dermatologist Appointment System Website
* Dear Radhika Pandit,
* Greetings of the day! I hope You are doing well.
* I am reaching out to inquire about the dermatologist appointment system website that your company provides. Specifically, I would like to know more about the following:

1. Feature and Functionality

2. Customization Options

3. Pricing and Packages

4. Support and Maintenance

* Having these details will enable me to align our approach with your expectations and deliver a solution that meets your needs. I look forward to collaborating with you on this project.
* Thank you for your time and consideration. I look forward to discussing this with you at your earliest convenience.

Best Regards,

Hardik Koshti

* **Email asking for a status update**

**Subject:** Request for Status Update on [Ecommerce /front End Project]

* Dear Nayan Bhavsar,
* Greetings of the day! I hope You are doing well.
* I am writing to kindly request an update on the current status of Ecommerce website management/Frontend with backend Integration and connected with mongo DB. We are eager to know how things are progressing and if there is anything we can do to assist in moving things forward.
* If there are any updates, timelines, or next steps that you can share, I would greatly appreciate it. Having these details will enable me to align our approach with your expectations and deliver a solution that meets your needs look forward to collaborating with you on this project.
* Thank you for your time and assistance. I look forward to your response.

Best Regards,

Hardik Koshti