**SOFT Skill Assignment-1:**

**1.Email Writing**

**Subject** : Resignation from the Position of 3D artist

Dear Pushparaj Sir,

Greetings of the day! I hope this message finds you well.

I wanted to express my gratitude for the opportunity to work as a 3D artist at Studio design atelier Pvt Ltd . Over the past 2 Years. It has been an enriching experience to contribute to the team and collaborate on various projects. Your guidance and support have been instrumental in my professional growth, and I sincerely appreciate everything I have learned under your leadership.

After much consideration, I have made the difficult decision to resign from my position as 3D artist, effective 7 dec,2024.This decision was not easy, but I believe it is the right time for me to pursue new opportunities and challenges. I am truly grateful for the experiences I’ve had during my time here. Thank you once again for your support and understanding. I am committed to ensuring a smooth transition and will do my best to assist in wrapping up any ongoing projects before my departure.

Thank you once again for support and understanding.

Best regards ,

Hardik Koshti ,

3D artist

**2.Thank You Email**

**Subject:** Thank You for the 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

**3.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.

**4.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:

Feature and Functionality

Customization Options

Pricing and Packages

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.

**5.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