

Subject : Reminder : Assignment Due on 15-09-2024

Dear Mahi,

I hope this email finds you well.

I am writing to remind you that the assignment for our Soft Skills course, on the topic of Effective Communication, is due on 15-09-2024. Please ensure you submit your work by this deadline to avoid any late submission penalties.

Assignment Details:

- **Assignment Title:** Soft Skill Subject
- **Topic:** Effective Communication
- **Due Date:** 15-09-2024
- **Submission Method:** Online Portal (TOPS Career Center)

If you have any questions or need further assistance, please feel free to reach out. I will be happy to help.

Thank you for your attention to this matter.

Best regards,

Jayesh Patel

9426788109