

Subject : Reminder : Assignment Due on 30-09-2024

Dear Ruhi,

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 30-09-2024.

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: 30-09-2024
- 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.

Thanks & Regards,

Juli Parmar

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