

Softskills Assignment
Softskills - Effective Communication
Submitted by Kuldeep Parmar

Task:

- **Write professional emails based on any 5 of the following scenarios.**
 - **Ensure clarity, conciseness, and a formal tone.**
1. Thank you Email
 2. Letter of Apology
 3. Reminder Email
 4. Quotation Email
 5. Email of Inquiry for Requesting Information
 6. Email Asking for a Status Update
 7. Email Asking for a Raise in Salary
 8. Email to Your Boss About a Problem (Requesting Help)
 9. Resignation Email
 10. Introduction Email to Client

1. Thank you Email

Subject: Thank You for Your Time and Collaboration

Dear Preeti Singh,

I hope this email finds you well. I wanted to take a moment to sincerely thank you for the opportunity to collaborate with you over the past few weeks. Your insights and feedback have been invaluable, and I truly appreciate the trust you've placed in me.

It has been a pleasure working with you, and I am excited about continuing our partnership. If you have any further questions or need additional assistance, please don't hesitate to contact me.

Thank you once again for your time and support. I look forward to our continued work together.

Best regards,

Rahul Sharma (QA Tester)

rahul.sharma@company.com

Contact: +91 98765 43210

2. Letter of Apology

Subject: Apology for the Delay in Delivering the Test Report

Dear Arvind Mishra,

I hope you are doing well. I am writing to sincerely apologize for the delay in delivering the test report for the recent project. I understand how important it was to meet the deadline, and I deeply regret any inconvenience this may have caused.

Please be assured that I have taken steps to address the issue and prevent any future delays. The report will be sent to you by the Sunday, and I am actively working to ensure that all future timelines are met as promised.

Once again, I apologize for any disruption this may have caused. Your satisfaction is of the utmost importance, and I remain committed to providing the quality and service you expect from us.

If you have any further concerns or would like to discuss this matter in more detail, please do not hesitate to contact me. Thank you for your understanding.

Best regards,

Neha Patel (QA Lead)

neha.patel@company.com

Contact: +91 91234 56789

3. Reminder Email

Subject: Friendly Reminder: Submission of Test Results

Dear Mr. Sunil Kumar,

I hope you are doing well. I am writing to kindly remind you of the submission of the test results we discussed last week. As a reminder, the deadline for submitting the completed results is November 26th.

Your timely submission would help us stay on track with the project schedule and ensure that we meet all necessary milestones. If you need any assistance or have any questions, please don't hesitate to contact me.

Thank you for your attention to this matter, and I look forward to receiving the results soon.

Best regards,

Kiran Rao (QA Tester)

kiran.rao@company.com

Contact: +91 99876 54321

4. Quotation Email

Subject: Quotation for Software Testing Services

Dear Kavita Das,

I hope this message finds you well. Following our recent conversation, I am pleased to provide the quotation for the software testing services you requested.

Please find the details of the quotation below:

- **Service:** Functional and Regression Testing for Your Web Application
- **Scope of Work:** Testing of 5 main features, including bug identification, usability testing, and performance tests.
- **Price:** 150K INR (for a 2-week testing period)
- **Payment Terms:** 50% upfront, with the remaining 50% due upon delivery of the final test report.
- **Timeline:** Testing will begin on November 12th and is expected to be completed by November 26th.

If you require any further details or would like to adjust any aspects of the quotation, please feel free to contact me directly. I am happy to work with you to ensure the proposal meets your expectations.

Thank you for considering this proposal. I look forward to the possibility of working together.

Best regards,

Aman Jha (Software Testing Specialist)

aman.jha@company.com

Contact: +91 88000 12345

5. Email of Inquiry for Requesting Information

Subject: Inquiry Regarding Software Testing Requirements

Dear Divya Nair,

I hope you are doing well. I am writing to inquire about some additional details regarding the software testing services for your upcoming project. Specifically, I would appreciate clarification on the following points:

- The number of features/modules you would like to have tested
- Any particular tools or platforms you prefer for testing
- The expected timeline for project completion

This information will help me better understand your requirements and provide you with a more accurate proposal.

If you could share these details at your earliest convenience, I would greatly appreciate it. Please let me know if you need any further information from my side.

Thank you for your time, and I look forward to hearing from you soon.

Best regards,

Sender: Manoj Verma (Senior QA Tester)

manoj.verma@company.com

Contact: +91 97000 98765

6. Email Asking for a Status Update

Subject: Request for Status Update on Software Testing Project

Dear Snehal Patel,

I hope you are doing well. I am writing to kindly request an update on the status of the software testing project we have been working on.

As we near the completion of the initial testing phase, it would be helpful to know if there are any additional requirements or feedback that I should address before moving forward. If there are any delays or changes, please let me know, and I'll be happy to accommodate accordingly.

Thank you for your time and attention. I look forward to hearing from you.

Best regards,

Deepak Gupta (QA Manager)

deepak.gupta@company.com

Contact: +91 98345 67890

7. Asking for a Raise in Salary

Subject: Request for Salary Adjustment

Dear Rajesh Malhotra,

I hope you are doing well. I am writing to respectfully request a review of my current salary. Over the past year, I have taken on additional responsibilities due to resource constraints and have consistently ensured that deadlines and quality standards are met for all testing assignments.

Given the increase in my workload and the value I've added to our ongoing projects, I believe it would be appropriate to discuss an adjustment to my compensation.

I would greatly appreciate the opportunity to discuss this matter with you at your convenience. Please let me know if there is a suitable time for us to have a conversation.

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

Best regards,

Shweta Agrawal (QA Engineer)

shweta.agrawal@company.com

Contact: +91 97456 23456

8. Email to Your Boss About a Problem (Requesting Help)

Subject: Request for Assistance with Testing Delay

Dear Pooja Bansal,

I hope this email finds you well. I am reaching out to inform you about an issue I'm facing with the current software testing project and would appreciate your guidance.

The challenge is related to a delay in receiving the required test data from the development team. Despite my efforts to follow up, the data has not been provided, which is affecting our testing timeline. I have reached out to the team, but I'm still awaiting a response.

Given the importance of meeting our deadlines, I would appreciate your help in resolving this matter. If you have any suggestions or could assist in escalating this request, I would be grateful.

Please let me know if you need further details or if you would like to discuss this in more detail.

Thank you for your time and support. I look forward to your guidance.

Best regards,

Sandeep Yadav (Software Testing Specialist)

sandeep.yadav@company.com

Contact: +91 99111 22334

9. Resignation Email

Subject: Resignation Notification

Dear Nisha Garg,

I hope you are doing well. I am writing to formally notify you that I will be resigning from my role as Software Testing Specialist, with my last working day i.e. on November 26th, 2024.

Working with you on the "Pinnacle" web application testing project has been an incredibly rewarding experience, and I truly appreciate the opportunity to contribute to the success of your team. I have learned a great deal and enjoyed collaborating with you and your colleagues.

Please rest assured that I am fully committed to completing all outstanding tasks and ensuring a smooth handover of any ongoing responsibilities before my departure. If there is anything specific you would like me to address during this transition, please feel free to let me know.

Thank you once again for your support and trust. I wish you and your team continued success, and I hope our paths may cross again in the future.

Best regards,

Vikas Jain (Software Testing Specialist)

vikas.jain@company.com

Contact: +91 98765 67890

10. Introduction Email to Client

Subject: Introduction and Collaboration Opportunity

Dear Aarti Shukla,

I hope you are doing well. My name is Pradeep Babu, and I am a Senior QA Tester with experience in functional testing, test automation, and bug tracking. I am reaching out to introduce myself and explore how we might work together on your upcoming projects.

I have worked on several software testing projects involving web and mobile applications, where I was responsible for ensuring quality and identifying critical issues to improve user experience. I am confident that my skills in test case development, test execution, and defect management can be an asset to your team.

If you have any ongoing or future projects that require assistance, I would be happy to discuss how I can support your goals. Please feel free to reach out if you would like to connect further.

Thank you for your time, and I look forward to the possibility of collaborating with you.

Best regards,

Pradeep Babu (Senior QA Tester)

pradeep.babu@company.com

Contact: +91 90001 23456