






Name - Kusum Solanki
Sub- Soft Skill Assignment
Date- 16 September 2024

1. Apology Email

Email Perspective: As a Tech Company head writing an apology email to the client on the technical errors that occur from their services.

To	tanisha463@gmail.com  Person  Person  Person
Cc	 Person
Bcc	 Person
Subject	Apology for the Technical Incovinance Ocuured

Dear Sir,
I hope you are doing well.

I'm emailing to inform you of a technical error on your website. I understand that when technical glitches happen, your company may have been adversely affected, and for that, We are extremely sorry.

The glitches occurred because the server was blocked from the other side, and since then my team and I have been working around to fix the issue and ensure that it never happens again. To avoid technical glitches] in the future, we have:

- (A) Checked throughout the hardware, changed cabling, and attached peripherals. Now they working properly.
- (B) Optimize Performance- Updated the hardware components, optimized software settings, and removed unnecessary files.
- (C) Hosting Services- A new hosting service has been purchased for your website.

We understand that this in no way makes up for the losses occurring in the first place, but we hope it goes some way to reassure you that we will not let it happen again.


While we know that this won't bring back the time you lost due to technical glitches, we would like to extend the offer of a free one-month website management service. If this isn't suitable, please let us know.

We are always here if you have any further questions regarding this or any other aspect of our work together

Best Regards
Prisha Dave
Technical Manager
Niha Technologies

2.Reminder Email

Email Perspective: As a project department head I am writing to a mid-senior-level manager asking about the reports on the implementation of the recent changes.

To	tanisha463@gmail.com  Person  Person  Person
Cc	 Person
Bcc	 Person
Subject	Reminder - Infotech Project Reports Status

Respected Sir,

I hope you are doing well.

As we discussed in the earlier meeting on 16 Jan 2024, the deadline for the project Infotech is upcoming, and I'm yet to receive the reports regarding the recently updated changes in the project and their implementation status.

This deadline (20 Jan 2024) is critical for the project's success. Your Action is needed within 24 hours. To avoid any complications and delays, please address them at your earliest convenience.






Kindly email dummy@gmail.com if you have any queries or confusion. If there's no blocker, please send the requisite information.

Best Regards

Krish Ahuja
Project Department Head
Relay Corporation Limited

3. Resignation Email

Email Perspective: As a former employee writing a Resignation Notice email to the manager.

To	tanisha463@gmail.com  Person  Person  Person
Cc	 Person
Bcc	 Person
Subject	Resignation Notice: From Avanya Shah

Dear Ravi Dubey,

I hope this emails find you well.

It is with mixed emotions that I am writing to formally resign from my position as **UI/UX Designer** at **Urban Infotech Solutions Pvt Ltd**, effective [**09 May 2024**, typically two weeks from the date of the email].

I have recently been offered a new job opportunity that aligns with my long-term career goals, and after careful consideration, I have decided to accept it. While I am excited about the next chapter in my career, I am also deeply grateful for the opportunities, experiences, and mentorship I have received at **Urban Infotech Solutions Pvt Ltd**.






Over the next [notice period], I will ensure a smooth transition of my responsibilities and be available to assist with any queries or training my replacement needs.

Thank you for your guidance and support during my tenure at **Urban Infotech Solutions Pvt Ltd**. I value the relationships I have built here and look forward to staying in touch.

Avanya Shah
UI/UX Designer
Urban Infotech Solutions Pvt Ltd

4.Thank you Email

Email Perspective: As the former employee thanking the boss for the Bonus.

To	tanisha463@gmail.com  Person  Person  Person
Cc	 Person
Bcc	 Person
Subject	Thank you for the Promotion

Dear Sir,

I hope you are having a great week.

I would like to express my sincere gratitude for providing me with a bonus this month. It was a happy surprise for me. I feel motivated and appreciated for my dedication and efforts on the project were recognized.

Thank you for the bonus right before the Festive season. I shall put it to good use for the festivities.




I am grateful for this generosity. Thank you so much.

Sincerely

Niva Jha
Product Designer
Bharat Technologies

5. Asking For Salary Raise Email

Email Perspective: As former employee asking the manager for a salary raise after meeting the highest performance standards.

To	tanisha463@gmail.com  Person  Person  Person
Cc	 Person
Bcc	 Person
Subject	Request for the Salary Upraised

Dear Sir,

I hope your week has been great so far.

In my **4 years** at **Orange Infotech as Product Manager**, I have been striving to positively impact our business. Based on my recent successes and contributions to the team, I'm writing to request a salary increase.

In the last **6 Months**, my hard work in several key areas has brought about notable results, including:

Achievement 1:

Successful Product Launch: The product has been launched successfully and meets market expectations.

Achievement 2:

Revenue Growth: Achieved [percentage] revenue growth through [specific initiatives] Achieved **6%** revenue growth through changes in the policy and terms and conditions.

Achievement 3:

Process Improvement: Pioneered innovative process improvements that have positively changed like increased efficiency, reduced errors, and omissions.

Given this track record, I am confident that I've been performing above expectations and request that we review my compensation to ensure it aligns with my performance at **Orange Infotech**.

I would love to schedule a meeting with you to discuss this matter further in person. Please let me know when you have time for a chat.

Thank you in advance for your time and consideration. Sincerely

Niva Jha
Product Manger
Orange Infotech