

Soft skills Assignment

Module 1:- Effective Communication

1. Thank you Email

Thank You for Your Inspiring Soft Skills Lectures

ToDisha PandyaCc Bcc

Thank You for Your Inspiring Soft Skills Lectures

Hello Ma'am,

Greetings for the day...!!!

I wanted to take a moment to express my heartfelt gratitude for the incredible soft skills lectures you have delivered.

Your insights on building confidence, crafting diplomatic responses, effective email writing, grooming and enhancing communication skills have significantly enriched my personal and professional development. I've learned so much from your teaching, and I feel more prepared to navigate various situations with the skills you've imparted.

Thank you once again for your dedication and support. I truly appreciate the time and effort you invest in your students.

Thanks & Regards,
Manan Saluja
Data Analyst

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2. Email of Inquiry for Requesting Information

Inquiry for Interior Design Services for My 2BHK House

To |Disha Pandya

Inquiry for Interior Design Services for My 2BHK House

Hello Ma'am,

Greetings for the day...!!!

I am reaching out to inquire about your interior design services for my 2BHK house.

I am interested in exploring options for creating a functional and aesthetically pleasing living space. Specifically, I would like information regarding your design process, available services, and any initial consultations you may offer.

Additionally, I would appreciate it if you could share examples of your previous work and any pricing details or packages you have available.

Thank you for your assistance. I look forward to your response.

Thanks & Regards,
Manan Saluja

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3. Quotation Email

To Disha Pandya

Cc

Bcc

Quotation for Interior Design Services for Your 2 BHK House

Hello Ma'am,

Greetings for the day...!!!

Thank you for considering our services for the interior design of your 2 BHK house. We are excited about the opportunity to collaborate with you and bring your vision to life.

Attached to this email, you will find our detailed quotation, which outlines the scope of work, proposed materials, and estimated costs. We have tailored our offerings to ensure that they meet your aesthetic preferences and functional requirements.

If you have any questions or would like to discuss the quotation further, please feel free to reach out. We are here to assist you every step of the way.

Thank you for your consideration. We look forward to the possibility of working together.

Thanks & Regards,
Manan Saluja
 Project Manager

Send

4. Email Asking for a Status Update

Request for Status Update on Quotation for 2BHK House Interi...

To | Disha Pandya

Cc Bcc

Request for Status Update on Quotation for 2BHK House Interior Design

Hello Ma'am,

Greetings for the day...!!!

I am writing to follow up on the quotation for the interior design of my 2BHK house that I requested on August 24th, 2024.

I wanted to check on the status of the quotation and if there are any updates you could share. I am eager to review the details and discuss the next steps.

Thank you for your attention to this matter. I look forward to your prompt response.

Thanks & Regards,
Manan Saluja

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5. Resignation Email

ToTeam Leader

CcBcc

Resignation from Billing Analyst Position

Hello Ma'am,

Greetings for the day...!!!

I wanted to take a moment to express my gratitude for the opportunities I've had since I began my journey at Manglam Infotech. In October 2020. During my time here, I have learned a great deal and developed invaluable skills that have contributed to my professional growth. The collaborative environment and supportive team have made my experience both enriching and enjoyable.

After careful consideration, I have made the decision to resign from my position as a Billing Analyst. This choice was not made lightly, as I have truly appreciated the experiences and relationships I've built during my time at Manglam Infotech. I am excited about the future but will always cherish the memories and lessons learned here.

In accordance with company policy, I will be serving a one-month notice period starting today. My last working day will be October 31st, 2024. I am committed to ensuring a smooth transition and will gladly assist in handing over my responsibilities to facilitate this process.

Thank you for your understanding and support throughout my time at Manglam Infotech. I look forward to staying in touch and hope our paths cross again in the future.

Thanks & Regards,
Manan Saluja
Billing Analyst

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