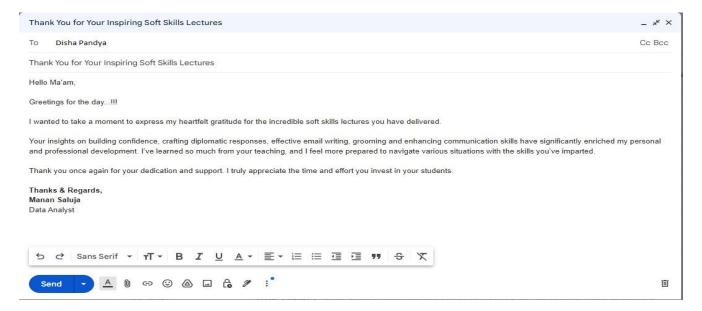
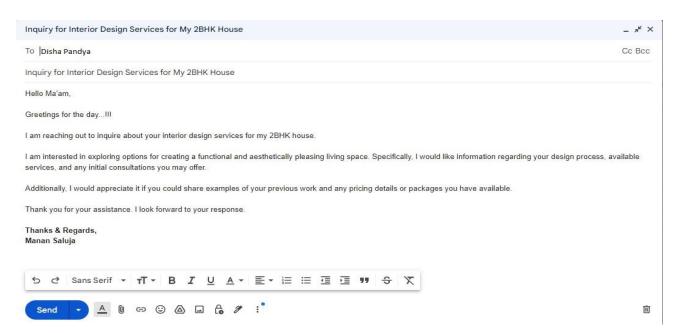
# **Soft skills Assignment**

#### Module 1:- Effective Communication

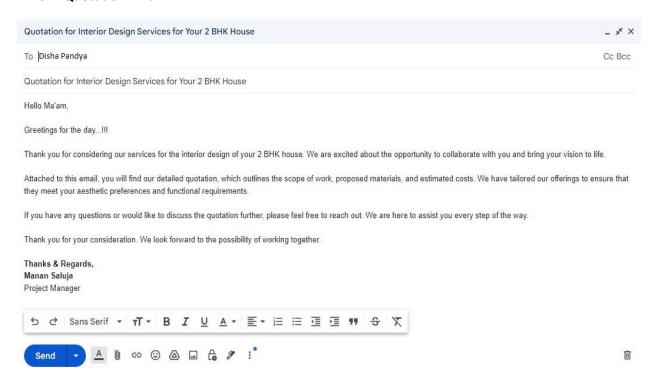
### 1. Thank you Email



## 2. Email of Inquiry for Requesting Information



#### 3. Quotation Email



# 4. Email Asking for a Status Update



Thanks & Regards,

Manan Saluja

## 5. Resignation Email



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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