**Module 1) Soft skills - Effective Communication**

1. **Thank you Email**

**To:** [ramchandra@gmail.com](mailto:ramchandra@gmail.com)

**Subject:** Thank You for the Insightful Session on Effective Communication and Soft Skills

Respected Ram Sir,

I hope this message finds you well.

I wanted to take a moment to express my sincere gratitude for the recent session on effective communication and soft skills. Your insights and practical examples provided a deeper understanding of how these skills are crucial for personal and professional growth.

I particularly appreciated your emphasis on Effective Communication, which I believe will greatly enhance my approach moving forward. Your ability to communicate complex concepts in an engaging and clear manner is truly inspiring.

Thank you once again for sharing your expertise. I look forward to applying the lessons I’ve learned and hope to have the opportunity to attend more of your sessions in the future.

Best regards,

Neel Moradiya

1. **Reminder Email**

**To:** [jaygolkiya@gmail.com](mailto:jaygolkiya@gmail.com)

**Subject:** Friendly Reminder: Importance of Effective Communication in Soft Skills

Dear Jay,

I hope this email finds you well!

I wanted to send a gentle reminder about our ongoing focus on enhancing soft skills, particularly effective communication. As we know, strong communication skills are essential for fostering collaboration, understanding, and success in both our personal and professional lives.

Whether it's through clear written communication, active listening, or engaging in meaningful conversations, these skills can help us navigate challenges and build stronger relationships with our colleagues and clients.

Please take a moment to reflect on the ways we can all continue to improve and apply these communication skills in our daily interactions.

Feel free to reach out if you have any questions or need further support in this area.

Thank you for your attention and dedication!

Best regards,

Neel Moradiya

1. **Email of inquiry for requesting information**

**To:** [abhishek@gmail.com](mailto:abhishek@gmail.com)

**Subject:** Request for Information on Effective Communication and Soft Skills Development

Respected Abhishek Sir,

I hope this message finds you well.

I am reaching out to inquire about resources or information on developing effective communication and soft skills. As I am working on enhancing these critical areas, I would appreciate any guidance or materials you can share that provide insights into best practices, strategies, and training opportunities.

If there are any recommended courses, workshops, or publications on the subject, I would be grateful to receive the details.

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

Kind regards,

Neel Moradiya

1. **Asking for a raise in salary**

**To:** [hariramdas@gmail.com](mailto:hariramdas@gmail.com)

**Subject:** Request for Salary Review

Respected Hariram Sir,

I hope this message finds you well.

I am writing to formally request a review of my current compensation package. Over the past six months, I have had the opportunity to contribute to Online Shopping Project and have worked consistently to enhance my communication and other soft skills, which have proven valuable in achieving our team's goals.

I have focused on effective collaboration, problem-solving, and clear communication with colleagues and stakeholders, which has positively impacted the quality and efficiency of our work. As I continue to grow in my role and contribute meaningfully to the success of the organization, I believe my performance and skills warrant a review of my salary.

I am confident that my ongoing efforts to improve not only my technical abilities but also my interpersonal and teamwork skills reflect my commitment to the company’s success. I would greatly appreciate the opportunity to discuss this matter further and explore how my compensation could be adjusted to reflect my contributions.

Thank you for considering my request. I look forward to your feedback and am happy to schedule a meeting to discuss this in more detail.

Sincerely,

Neel Moradiya

1. **Resignation email**

**To:** [shyamdave@gmail.com](mailto:shyamdave@gmail.com)

**Subject:** Resignation Letter

Respected Shyam Sir,

I hope this message finds you well.

I am writing to formally submit my resignation from my position as Web Developer at Microsoft, effective October 9, 2024.

This decision was not an easy one, but after thoughtful consideration, I believe it is the right step for my personal and professional growth. I am grateful for the opportunities I have had to contribute to the team and learn from such talented colleagues.

I want to ensure a smooth transition during my remaining time here. Please let me know how I can assist with transferring responsibilities or training someone to take over my tasks. I value the experience and knowledge I have gained during my time at Microsoft, and I am committed to finishing my projects with the utmost professionalism.

Working at Microsoft has helped me hone my soft skills, including effective communication, teamwork, and adaptability, all of which I will carry with me as I move forward in my career. I have truly enjoyed working with you and the team and will always appreciate the support and encouragement I’ve received.

Please do not hesitate to reach out if you need anything during this transition. I am available to discuss any questions or concerns and would love to stay in touch.

Thank you once again for everything.

Warm regards,

Neel Moradiya