

## **Soft Skill Assignment**

### **Module 1: Effective communication**

#### **1. Thank you Email**

To : sabina123@gmail.com

Subject: Thank you for the job opportunity

Hello Sir/Madam,

Thank you so much for giving me the opportunity to work at “XYZ company” as the Quality Assurance. I am very excited to start working with you and the rest of the team. I am confident that I will be able to contribute to the success of the company and help it grow.

I am excited to take on the new responsibility and challenges that come with this role. I am grateful for the opportunity to contribute to the company in this new capacity.

Warm Regards,

Neeta Vinayak Sambrekar

+91 9535699861

## **2. Letter of Apology**

To : [seema123@gmail.com](mailto:seema123@gmail.com)

Subject : Apology for missing the meeting

Dear Mrs. Seema,

I sincerely apologize for not attending the meeting on 25 October 2024. Unfortunately, my grandmother passed away, I was unable to attend as planned.

I understand the importance of the meeting , I apologize for any inconvenience. If it is possible, I would be interested to re-schedule the meeting at a time that is convenient for you. Once again, I apologize and thank you for your time.

Regards,

Neeta Vinayak Sambrekar

Senior software tester

+91 9535699861

### **3. Reminder Email**

To : [amitk44@gmail.com](mailto:amitk44@gmail.com)

Subject : Friendly reminder for a submission of defect report

Hi Amit,

I hope you are great. This is just a gentle reminder to submit the defect report for our E-commerce application.

Defect report is very important for us to move forward. If there is any reason for the delay, just keep me informed so we can plan accordingly. I look forward to seeing you with our report soon.

Thank you for your attention to this matter.

Warm regards,

Neeta Vinayak Sambrekar

+919535699861

#### **4. Asking for a Raise in Salary**

To : [mahesh33@gmail.com](mailto:mahesh33@gmail.com)

Subject : Asking for a raise in salary

Dear Mr. Mahesh shah,

I have been working in the company for last 4 years as senior software tester. I feel that my salary is not appropriate comparison my workload. I submit my projects and assignments without any delay.

Recently I have received the job offer from other company and the salary is higher than this company. However, I dedicate to our company. Therefore, I decided to write a letter.

Waiting for your early and positive reply.

Regards,

Neeta Vinayak Sambrekar

Senior software tester

+919535699861

## 5. Resignation Email

To : [neharana@gmail.com](mailto:neharana@gmail.com)

Subject : Resignation letter

Dear Ms. Neha Rana,

Please accept this letter as a formal notice of my resignation from my position as senior software tester. My last working day will be 30th September, 2024. I take 15 days for complete pending work.

I would like to thank you for the mentorship and support you have provided me while working here. I look forward to staying in touch with this company. I wish the company continued success.

Once again thank you for the great opportunities and best experiences.

Warm regards,

Neeta Vinayak Sambrekar

Senior software tester

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