

Subject: Reminder: Assignment Due on 20-10-2024

Dear Riya,

I hope this email finds you well.

This is a friendly reminder that the assignment for our Soft Skills course, on the topic of **Effective Communication**, is due by **20-10-2024**. Please ensure that your submission is completed before the deadline to avoid any late penalties.

Assignment Details:

- Title: Soft Skills Assignment
- Topic: Effective Communication
- **Due Date:** 20-10-2024
- Submission Method: Online Portal (TOPS Career Center)

If you have any questions or need further assistance, feel free to reach out. I'm happy to help.

Thank you for your attention to this matter.

Thanks and Regards,

Nishit Gajjar

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