

Soft-Skill Assignment (Module: 1)

Effective Communication

* **Five email drafts.**

14/12/2024

1. Subject: Mail for requesting leave.

Dear Ma’am,

I hope this finds you well. I am writing this email to request leave of absence from 12th December, 2024 to 14th December, 2024. The reason for requesting the leave is to attend a family function.

The function is significantly important to me. But I would like to inform you that I will try to make sure to catch up all my work by working extra hours.

This would not affect or compromise my side of work.

I will appreciate your support in this matter.

Thank you

Best regards,

Pritesh Jambukiya,

Soft-Skill & QA student of Tops Technology

14/12/2024

2. Subject: Apology for missed deadline.

Dear Ma’am,

Greetings for the day. I hope this mail finds you well.

I am writing this mail to offer my sincere apologies for missing to submit the given task on 5th December, 2024. I am truly sorry for missing the deadline.

I understand the importance of completion of task timely. The impact may have affected the team and our project timeline. I take full responsibility for the same and trying to rectify the situation by working extended hours to catch up.

Once again, I apologise for the inconvenience caused by me. Your understanding and support are greatly appreciated. I would surely try; this may not happen again. Thank you for your understanding.

Best regards,

Pritesh Jambukiya,

Soft-Skill & QA student of Tops Technology

14/12/2024

3. Subject: Resignation Email

Dear Ma’am

Greetings of the day.

After careful consideration, I’m writing this mail to inform you of my decision to resign from my Jr. QA position at your Instacloud Company. My last day of serving the notice period will be 10/1/2024.

It has been pleasure working with you and the entire team from the past three years. In my time working over here, I have grown professionally and personally both. In particular I would like to thank you for giving the opportunity to work and grow with so much learning experience.

I would like to commit for smooth transition of responsibilities till the date10/1/2024.

Thank you for your understanding and unwavering support!!

Sincerely,

Pritesh Jambukiya,

Soft-Skill & QA student of Tops Technology

14/12/2024

4. Subject: Thank you for the appreciation.

Dear Ma’am,

Greetings of the day! Hereby I (Vandita) am writing this mail to express my gratitude for you. Thank you for considering me for the ‘Employee of the month’ title for the month of November. I am grateful to have this appreciation.

Your support and trust on me have helped me to grow as a professional. I am thankful for all the guidance you have given me along the way. It’s a great opportunity for me to work in such a growing and positive atmosphere.

I truly value this reward. I will try my best to earn this reward again.

Thank You

Best regards,

Pritesh Jambukiya,

Soft-Skill & QA student of Tops Technology

14/12/2024

5. Subject: Gentle reminder for project Luma due date.

Dear Team,

Greetings for the day. Hereby I would like to give a gentle reminder for the completion of Project Luma. The due date is 15th December, 2024.

I would appreciate you all if you could provide your work on time with your best performance. Please let me know if you have anything restricting you from getting your task done by 12th December, 2024. I will be obliged to help.

I highly appreciate all your efforts and teamwork. Looking forward to hear from you soon!

Best regards,

Pritesh Jambukiya,

Soft-Skill & QA student of Tops Technology

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