**Softskill Assignment**

**MODULE-1**

**Email writing-**

**1. Thank you Email-**

To,

Tops Technology Rajkot

**Subject:** Thank You for the Opportunity

Dear sir,

I hope this message finds you well. I am writing to express my sincere gratitude for selecting me for the Digital Marketer position at Tops Technology. I am thrilled about the opportunity to join your team and contribute to all Projects.

I appreciate the time and effort you and the team invested in the interview process. It was a pleasure to learn more about Tops Technology and its exciting vision. I am eager to bring my skills in creativeness,hardworking and detail oriented to help drive success.

Thank you once again for this incredible opportunity. I look forward to starting on 1st november and contributing to the team.

Thank You,

**Priti Sankhala**

Pritisankhala94@gmail.com

**2. Letter of apology-**

To,

**Riya Sharma**

**Subject:** Apology for Delay in Website Project Completion

Dear Madam,

I hope this message finds you well. I want to sincerely apologize for the delay in completing your website project. Unfortunately, I was unwell for the past few days, which impacted our timeline.

I understand how important this project is to you, and I truly appreciate your patience and understanding during this time. Our team is now back on track and dedicated to finalizing the project as quickly as possible while ensuring the quality you expect.

Thank you for your understanding, and please feel free to reach out if you have any questions or concerns.

Best regards,

**Priti Sankhala**

Project Head

Tops Technology

**3. Email asking for a status update-**

To,

**Infosys company**

**Ahmedabad**

**Subject:** Request for Project Status Update

Dear Sir,

I hope this message finds you well. I’m reaching out to request an update on the progress of the website project. Specifically, I would like to know how much of the work has been completed so far.

Having this information will help us plan our next steps effectively. If there are any issues or if you need further support, please don’t hesitate to let me know.

Thank you, and I look forward to hearing from you soon.

Best regards,

**Priti Sankhala**

**4. Asking for a raise in salary-**

To,

**Manager**

**Subject:** Request for Salary Review

Dear Pravin Sir,

I hope this message finds you well. I am writing to formally request a review of my current salary. Over the past 5 years, I have taken on additional responsibilities and contributed to specific projects and achievements, which I believe have positively impacted our team and the company.

I am passionate about my work and committed to continuing to deliver high-quality results. Given my contributions and the current market trends, I would appreciate the opportunity to discuss a potential salary adjustment.

Thank you for considering my request. I look forward to discussing this further at your convenience.

Best regards,

**Priti Sankhala**

**5. Resignation email-**

To,

**Manager**

**Subject:** Resignation Notice

Dear Parth Sir,

I hope this message finds you well. I am writing to formally resign from my position at R.K Infotech.

This decision was not easy, as I have greatly enjoyed working with you and the team. I am grateful for the opportunities I have had to grow professionally and personally during my time here.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in handing off my projects.

Thank you once again for your support and guidance. I hope to stay in touch, and I wish R.K.Infotech continued success in the future.

Best regards,

**Priti Sankhala**