

Moduel-1: soft skill

Name: Sabaliya Ruhab.

1. Thank You Email

From: xyz12@gmail.com

To: abc34@gmail.com

Subject: Thank you for the opportunity.

Dear ma'am,

I hope you are doing well. I wanted to sincerely thank you for the opportunity to interview for the web developer position at Tops Technology. It was a pleasure speaking with you and learning more about your team.

I truly appreciate the time you took to discuss the role and share insights about the company culture. Our conversation has strengthened my interest in this opportunity, and I would be honoured to contribute to your team.

Please let me know if you need any further information from my side. Looking forward to staying in touch.

Yours faithfully,

Ruhab.

2. Reminder Email

From: xyz12@gmail.com

To: abc34@gmail.com

Subject: Friendly reminder: upcoming meeting on 03/03/2025

Dear ma'am,

I hope this email finds you well. I wanted to send a quick reminder about our scheduled meeting on 03/03/2025 at 4:00 pm, we will be discussing about soft skill and addressing any key points that require attention.

Please let me know if there are any specific topics you would like to add to the meeting.
Looking forward to our discussion.

Yours faithfully,

Ruhab

Tops Technology.

3. Email of Inquiry

From: xyz12@gmail.com

To: abc34@gmail.com

Subject: Inquiry about course details

Dear ma'am

I hope you are doing well. I came across your web development course and I am very interested in enrolling. I would like to request more information regarding the course structure, duration, fees, and enrolment process.

Additionally, I would appreciate details about any certifications provided upon completion. Please let me know how I can proceed with the registration.

Looking forward to your response.

Yours faithfully,

Ruhab.

4. Asking for a Raise in Salary

From: xyz12@gmail.com

To: abc34@gmail.com

Subject: Request for salary review discussion

Dear ma'am,

I hope you are doing well. I wanted to formally request a discussion regarding a salary review. Over the past 3 years, I have contributed significantly to the organization by

successfully leading key projects, taking on additional responsibilities, and achieving measurable results.

Considering my performance and the responsibilities I have taken on, I believe a salary adjustment would reflect my contributions fairly. I would appreciate the opportunity to discuss this further at your convenience. Please let me know a suitable time for a meeting.

Looking forward to your response.

Yours faithfully,

Ruhab

8320XXXXXX.

5. Resignation Email

From: xyz12@gmail.com

To: abc34@gmail.com

Subject: Resignation Notice

Dear ma'am,

I hope you are doing well. I am writing to formally resign from my position as web developer at Tops Technology, effective 28/02/2025.

This was not an easy decision, but after careful consideration, I believe this is the right step for my professional growth. I want to express my deepest gratitude for the support, mentorship, and opportunities I have received during my time at Tops Technology. I truly appreciate everything I have learned and the experiences I have gained.

I will do my best to ensure a smooth transition during this period. Please let me know how I can assist with the handover process.

Thank you once again, and I hope to stay in touch in the future.

Yours faithfully,

Ruhab

8320XXXXXX.

