

## **Softskill Assignment**

### **( Email writing )**

#### **1) Thank you email**

Subject : Thank you

Dear Ms.bhatt,

Thank you so much for offering me the job as web developer. I'm happy to join the company and excited to work with the team. I'm looking forward to meet the rest of the members of the company and to begin my training on Monday , June 15<sup>th</sup>.

Please let me know if there's anything special I need to bring t my first day of work. I look forward to starting and thank you so much for the opportunity.

Sincerely

Sapna M.

#### **2) letter for apology**

Subject : Letter for Apology

Dear Ms.Aishwarya

I am reaching out to apologize for not completing my work on time and the impact it has had on the company. I know how important the project was for the company and it was unprofessional from my end.

I recognize the importance of maintaining the professional environment and am truly sorry for the inconvenience caused by me. Form my end I have been working closely to submit the work by tomorrow.

Thank you for the understanding and support, I assure you that I will meet all the future deadlines. I greatly appreciate the chance given to me.

Sincerely

Sapna M.

### **3) Email Asking for a Status Update**

Subject: Request for web development project update

Hello Sweta,

I hope you are having a good week so far. Do you have any updates on the web development project as we discussed last week . I would love to see the progress of project.

Thanks

Sapna M.

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

Subject: Request for meeting: salary review

Dear Ms.Neelam,

I wanted to request a meeting to discuss my compensation.

Based on my experience and skills, as well as my performance on the recent project, I deserve a raise .

The reason I'm emailing is to request a meeting so that we can further discuss my compensation. I want an opportunity to explain my reasoning in person and answer any question you have.

I would appreciate a meeting to discuss my compensation.

Thank you,

Sapna M.

## **5) Resignation Email**

Subject: Resignation letter

Dear Ms.Fernandis

Please accept this letter as an official notice of my resignation from the Science teacher position from higher secondary department at Modi School Ambika, effective from 1 April, 2025. As I'm having a health issue so that I cannot continue with the job.

I'm grateful for the opportunity has been provided to me over the years. The experience will be invaluable and had a great learning throughout my journey here.

Thank you again for the support and guidance.

Sincerely,

Sapna Sapriya