

# Assignment of Soft Skill

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## Module 1 Effective Communication

### Q.1 Thank you Email

**Subject:** Thank You

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to respectfully thank you for [briefly mention what you are thanking them for—e.g., *taking the time to meet with me, providing valuable feedback, your assistance with the project*, etc.]. I truly appreciate your support and the time you dedicated to [specific detail, e.g., *discussing the next steps, reviewing my proposal*, etc.].

Your guidance has been very helpful, and I am grateful for the opportunity to [collaborate/learn/apply your suggestions].

Thank you once again for your generosity and consideration. Please let me know if there is anything I can provide or assist with.

Warm regards,

[Your Full Name]

[Your Position, if applicable]

[Your Company/Organization, if applicable]

[Your Email Address]

[Your Phone Number, if needed]

### Q.2 Reminder Email

**Subject:** Friendly Reminder: [Brief Topic or Action Item]

Dear [Recipient's Name],

I hope you are well.

I am writing to follow up regarding [specific topic—e.g., *the proposal I sent on [date], our upcoming meeting scheduled for [date/time], the documents requested*].

At your convenience, could you please [mention the action needed—e.g., *confirm your availability, provide your feedback, share the requested files*]? Your input is important to ensure we stay on track.

If you have any questions or need additional information, please let me know—I'll be happy to assist.

Thank you very much for your attention to this matter. I look forward to your response.

Best regards,  
[Your Full Name]  
[Your Position, if applicable]  
[Your Company/Organization, if applicable]  
[Your Email Address]  
[Your Phone Number, if needed]

### Q.3 Asking for a Raise in Salary

**Subject:** Request to Discuss Compensation

Dear [Manager's Name],

I hope you are well.

I am writing to formally request a meeting to discuss my current compensation. Over the past [length of time you've been in the role, e.g., *two years*], I have enjoyed contributing to [Company/Team Name] and taking on additional responsibilities, including [mention a few specific achievements, projects, or ways you've added value—*successfully leading the [project name], improving [process or metric], supporting [team or client]*].

Given my contributions and the growth in my role, I would appreciate the opportunity to discuss an adjustment to my salary that reflects my performance and ongoing commitment to the team's success.

Please let me know a convenient time when we could meet to have this conversation. Thank you very much for your consideration. I look forward to continuing to contribute to [Company/Team Name].

Best regards,  
[Your Full Name]  
[Your Position]  
[Your Contact Information, if needed]

### Q.4 Resignation Email

**Subject:** Resignation – [Your Full Name]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [last working day, typically two weeks from today, e.g., July 21, 2025].

This was not an easy decision, and I have greatly valued the opportunities and experiences I have had here. I am especially grateful for your support and guidance during my time with the team.

Over the next [notice period, e.g., two weeks], I will do everything I can to ensure a smooth transition. Please let me know how I can assist in transferring my responsibilities.

Thank you again for the opportunity to be part of [Company Name]. I wish you and the company continued success.

Sincerely,  
[Your Full Name]

## Q.5 Introduction Email to Client

**Subject:** Introduction – [Your Full Name], [Your Company/Department]

Dear [Client's Name],

I hope this message finds you well.

My name is [Your Full Name], and I am [your role, e.g., the new Account Manager] at [Your Company]. I will be your main point of contact moving forward, and I'm looking forward to working together.

At [Your Company], we're committed to supporting your [goals/business/projects]. Please feel free to reach out to me anytime with questions, concerns, or ideas—I'm here to help.

I'd love to schedule a call to introduce myself further and discuss how we can best support you. Please let me know a time that works for you, or feel free to suggest an alternative.

Thank you, and I look forward to connecting soon.

Best regards,  
[Your Full Name]  
[Your Title]  
[Your Company]  
[Your Phone Number]  
[Your Email Address]