

Assignment of Soft Skill

Name : Shivam Bavda

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]