**Module – 1**

**Thank you email**

**FROM:** [**goswamit788@gmail.com**](mailto:goswamit788@gmail.com)

**TO : chaitnya123@gmail.com**

**Subject: Thank you email**

Dear Chaitanya Sir,

I hope this message finds you well.

I am writing to sincerely thank you for your insightful and engaging sessions on Soft Skills, especially the topic of Effective Communication. Your teaching has not only improved my understanding of communication techniques but also helped me gain confidence in applying them in real-life situations.

Your examples, practical tips, and interactive approach made the learning process truly enjoyable and impactful. I now feel more prepared to express myself clearly and professionally, both in academic and professional environments.

Thank you once again for your guidance and support.

Warm regards,  
Tamanna Goswami.

**Letter of Apology**

Respected Chaitanya Sir,

I hope this message finds you well. I am writing to sincerely apologize for not being able to attend the recent soft skills lecture. Unfortunately, I was unwell and unable to participate.

I understand the importance of your sessions and regret missing the valuable learnings. I will make sure to catch up on the material covered and ensure it does not affect my overall performance.

Thank you for your understanding.

Yours sincerely,  
Tamanna Goswami.

**Reminder Email**

**FROM:** [**goswamit788@gmail.com**](mailto:goswamit788@gmail.com)

**TO : chaitnya123@gmail.com**

**Subject:** Reminder email for assignment submission

Dear Chaitanya Sir,

I hope this message finds you well.

I am writing to kindly remind you regarding the submission of my assignment. Please let me know if there are any specific requirements or further steps I should follow.

Thank you for your time and support.

Warm regards,

Tamanna Goswami.

**Introduction Email to Client**

**FROM:** [**goswmait788@gmail.com**](mailto:goswmait788@gmail.com)

**TO : snehavaghela9611@gmail.com**

**Subject:** Introduction – Tamanna from Digital marketing hub

Dear Sneha,

I hope you're doing well.

My name is Tamanna and I’m reaching out from Digital marketing hub. I wanted to take a moment to introduce myself as your point of contact moving forward. I’m looking forward to working together and helping you with We offer tailored digital marketing solutions to help you grow your online presence, reach your target audience, and boost sales through SEO, social media, content marketing, and paid ads.

If you have any questions or need assistance, please feel free to reach out at any time. I’m here to support you.

Looking forward to a successful collaboration!

Warm regards,  
Tamanna Goswami

Digital marketing hub  
73596\*\*\*\*\*

digitalmarketinghub@gmail.com

Resignation Email

**FROM:goswamit788@gmail.com**

**TO :sanketchauhan22@gmail.com**

**Subject:** Resignation Letter – Tamanna goswami

Dear sanket sir,

I hope you're well.

I am writing to formally resign from my position at Tops tech effective **[June 1, 2025]**, which is two weeks from today as per my notice period.

This decision was not easy, and I’ve deeply valued the experiences and growth I’ve had while working here. I am grateful for the opportunities and support during my time at Tops tech.

I will do everything I can to ensure a smooth transition over the next two weeks. Please let me know how I can assist in the process.

Thank you for your understanding.

Warm regards,  
Tamanna goswami