



# SOFT SKILLS

## Email Writing

### Abstract

Email writing is a critical soft skill in today's professional environment, enabling effective communication across various scenarios.

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## **Thank You Email**

**Subject:** Thank You for the Opportunity

Dear Sir,

I hope this email finds you well. I would like to extend my heartfelt thanks for giving me the opportunity to participate in the project.

Your guidance and support have been invaluable, and I am grateful for the trust you have placed in me. Please let me know if there is any additional way I can contribute or assist moving forward.

Thank you once again for your encouragement and assistance.

Best regards,  
Tejasgiri Meghnathi

## **Letter of Apology**

**Subject:** Apology for Missing Report Submission Deadline

Dear Sir,

I hope this message finds you well. I am writing to sincerely apologize for missing the deadline for the report submission. I understand the inconvenience this may have caused and deeply regret any disruption my actions might have contributed to.

The delay was due to a medical emergency involving my father, who suddenly experienced health issues requiring immediate hospital attention. Unfortunately, this situation made it difficult for me to manage my time effectively.

I have since taken steps to ensure such circumstances do not affect my responsibilities in the future. Please let me know if there is anything further, I can do to address the situation or rectify any issues caused by the delay.

Thank you for your understanding and patience.

Sincerely,  
Tejasgiri Meghnathi

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

**Subject:** Request for Salary Discussion

Dear Mr. Sharma,

I hope this email finds you well. I am writing to request a meeting to discuss a potential adjustment to my current salary, given my consistent performance and contributions to recent projects.

Over the past few months, I have taken on an increased workload, which I believe reflects my dedication to contributing to the company's success.

I am confident that this discussion will lead to a mutually beneficial outcome, and I look forward to your feedback at a time that is convenient for you.

Thank you for your consideration.

Yours sincerely,  
Tejasgiri Meghnathi

## **Email of Inquiry for Requesting Information**

**Subject:** Request for Status Update on Project

Dear Jaspal,

I hope this email finds you well. I'm reaching out to check on the status of your project, which was due for completion this Wednesday.

Your update will help us align our next steps and ensure everything stays on track. If there are any delays or challenges, please let me know how I can assist in resolving them.

Thank you for your time and effort. I look forward to hearing from you soon.

Best regards,  
Tejasgiri Meghnathi

## **Resignation Email**

**Subject:** Formal Resignation – Tejasgiri Meghnathi

Dear Sir,

I am writing to formally resign from my position as Senior Developer at Ram Software Solutions, effective December 15, 2024.

This decision has not been an easy one, as I have thoroughly enjoyed working with the team and deeply appreciate the opportunities I have had to grow professionally during my time here. However, I have decided to pursue a new opportunity.

I am fully committed to ensuring a seamless transition. During my notice period, I will do my utmost to complete any outstanding tasks and assist in handing over my responsibilities to a suitable replacement.

Thank you sincerely for the support and guidance you have provided throughout my tenure. I hope to stay in touch and wish you and the team continued success.

Yours sincerely,  
Tejasgiri Meghnathi