

ASSIGNMENT SOFTSKILL

Thank you Email

Subject : Thank You For Approving My Participation in Data Analytics Workshop

Dear Mr. Mehta,

I would like to sincerely thank you for providing me the opportunity to attend the Data Analytics Workshop held on February 5th.

The session was extremely informative and helped me gain valuable knowledge and practical insights.

I appreciate your support in encouraging professional learning and development. I will ensure that I apply the learnings effectively in my work.

Thank you once again for this opportunity.

Warm regards,
Trusha

***Reminder Email ***

Subject : Reminder – Submission Of Project Documents Pending

Dear Ms. Sharma,

I hope you are doing well. This is a gentle reminder regarding the project documents that were scheduled to be submitted on February 6th.

As these documents are required to proceed with the next phase of the project, I kindly request you to share them at your earliest convenience.

Please let me know if you require any assistance from my side.

Thank you for your cooperation.

Best regards,

Trusha

Email of Inquiry for Requesting Information

Subject : Request for Information About Training Program

Dear Sir/Madam,

I hope this email finds you well. I am writing to inquire about the Data Analytics Training Program offered by your organization.

I would appreciate it if you could kindly provide detailed information regarding the course duration, batch timings, fee structure, eligibility requirements, and certification process. Additionally, please let me know the procedure for registration and any important deadlines.

The program is of great interest to me, and the information will help me plan accordingly.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

Trusha

Asking for a Raise in Salary

Subject : Request for Salary Review Based on Performance

Dear Mr. Sharma,

I hope you are doing well.

I am writing to formally request a review of my current salary based on my performance and contributions over the past year. During this period, I have consistently met my targets, taken on additional responsibilities, and actively contributed to team objectives and project success.

Considering my performance and commitment to the organization, I would appreciate the opportunity to discuss a possible revision in my compensation.

Please let me know a suitable time to discuss this further. I look forward to your guidance.

Thank you for your time and consideration.

Yours sincerely,

Trusha

Resignation Email

Subject : Formal Resignation from the Position of Data Analytics

Dear Mr. Sharma,

I am writing to formally submit my resignation from the position of Data Analytics at ABC Solutions. My last working day will be March 10, 2026.

I sincerely appreciate the opportunities and guidance provided to me during my tenure. I will ensure a smooth handover of all my responsibilities before my departure.

Thank you for your support and cooperation.

Yours sincerely,
Trusha