Soft-Skill Assignment

" Email writing "

1) Thank you Email

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To : google@gmail.com
Cc :
Bcc:
Subject : Thank you for interview

Dear HR,

I wanted to say thank you for the interview for the Java Developer at Google on 3 may 2024. It was a great experience, and I'm even more excited about the opportunity to join your team.

Looking forward to the next steps.

Best Regards,
Vivek Kanzariya

2) Letter of apology

To : vivekkanzariya67650@gmail.com
 Cc :
Bcc:
Subject : apologize for billing error

Dear Vivek

We apologize for the billing error that occurred in your recent invoice. We take full responsibility for the mistake and are working to resolve it.

We assure you that we will take steps to prevent similar errors from happening in the future.

We value your business and want to make things right. If you have any questions or concerns, please don't hesitate to contact us.

Sincerely,
Flipkart

3) Reminder Email

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To : kissan@gmail.com
Cc :
Bcc:
Subject : Payment Reminder

Dear kissan,

I hope you are well!

We have yet to receive payment from you of 3000 against our invoice
12345678, which was due for payment on 8 september

Please let us know when payment will be made as a matter of urgency.

Best Regards,
Vivek Kanzariya

4) Resignation email

To : HRTeam@gmail.com
Cc :
Bcc:
Subject : Email For Resignation

Dear Raj Sir,

I hope this email finds you well. I am writing to formally resign from my position as Flutter Developer at multimedia , effective 3 years.

While I have enjoyed my time at multimedia and am grateful for my experiences and opportunities here, it is time to explore new opportunities.

I will do my best to ensure a smooth transition of my responsibilities and will be available to assist with any queries or training needed during my notice period.

Thank you for the understanding and support I have received here.

Best Regards,
 Vivek Kanzariya

5) Introduction email to client

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To : Aashish@gmail.com
Cc :
Bcc:
Subject : Introduction email

Dear Aashish,

I hope this email finds you well.

My name is Jay Rathore, and I am pleased to announce that I will be overseeing the management of your application or projects from Milestone LMT.

My priority is to ensure we meet your objectives while providing the utmost level of professionalism and efficiency.

Should you have any queries or require further information, please don't hesitate to reach out. I'm dedicated to ensuring your experience with us is nothing short of exemplary.

Best Regards,

Vivek Kanzariya
Java Developer