

### Assignment of Email :- Soft Skill

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**Subject:** Request for Salary increment.

Dear [Manager],

I hope this message finds you well. I would like to take this opportunity to thank you for your continued support and guidance during my time at ABC Ltd.

I have consistently contributed to the tasks and work assigned by the company, which I believe have positively impacted the team and the company's growth. I have made great efforts to maintain a progressive approach, deliver results on time, and take ownership of responsibilities with dedication.

In light of my consistent performance and growing contributions, I would like to kindly request a raise in my current salary. I believe an adjustment would reflect the value I bring to the organization and further motivate me to continue delivering at my best.

I am confident that with your support, I can continue to contribute effectively to our team's success and the company's goals. I would be grateful if we could schedule a time to discuss this further at your convenience.

Thank you for considering my request.

Best regards,

[Aryan R. Pandya]

[Junior Manager]

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**Subject:** Resignation from My Position

Dear Manager,

I hope you will understand the context. I am writing to formally resign from my position of senior supervisor at ABC Ltd, it has been a great experience.

Over my time here, I have valued the opportunities and experiences that have helped me grow both personally and professionally. However, I feel that my career progression has become stagnant due to the lack of personal development opportunities and absence of salary increments. After much consideration, I believe it is the right time for

me to explore new opportunities where I can continue to learn, grow, and contribute effectively.

I will ensure a smooth transition by completing my current responsibilities and assisting with the handover process. Please let me know how I can best support during this period.

Thank you once again for the experiences and support I have received during my tenure. I wish the company continued success in the future.

Sincerely,  
Aryan R. Pandya

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**Subject:** Apology for Ineffective Performance

Dear Manager,

I assure to enhance my performance after this apology . I would like to sincerely apologize for my recent performance, which I realize has not been as effective or progressive as expected. I take full responsibility for not meeting the standards of productivity and growth that the company rightfully values.

I genuinely regret any inconvenience this may have caused to the team and the organization. Please know that it was never my intention to fall short in my contributions. I am committed to reflecting on the areas where I need improvement and to taking the necessary steps to enhance my performance.

Your guidance and feedback would mean a lot to me as I work on correcting these shortcomings. I value being part of this organization and I am determined to make meaningful progress moving forward.

Thank you for your understanding and support.

Sincerely,  
Aryan R. Pandya

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**Subject:** Asking to boss for help and support (brief detail about my problem )

Dear Boss,

I am reaching out to you today to share something personal and important. Recently, I have been facing certain financial and emotional challenges that have been affecting me. While I am committed to giving my best at work, these circumstances have made it difficult to stay fully focused and strong.

I greatly value your leadership and guidance, which is why I felt comfortable opening up to you. I would sincerely appreciate any advice, encouragement, or motivation you could share to help me stay positive and resilient during this time. Additionally, if there is any possibility of financial support or assistance from the company's side, it would truly help me navigate my current situation.

Thank you for taking the time to read this. I remain dedicated to my responsibilities and look forward to your kind guidance and support.

Warm regards,  
Aryan R. Pandya

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**Subject:** Reminder: Assignment Completion Before Due Date

Dear Recipient,

This is a gentle reminder regarding the assignment titled ,for submission of assignment regarding email writing which is due on **[9<sup>th</sup>sep 2025]**. I kindly request you to ensure its completion and submission on or before the due date to avoid any delays.

If you are facing any challenges or require additional clarification, please feel free to reach out so we can address them promptly. Timely completion will help us maintain our schedule and ensure smooth progress of the work.

Thank you for your attention and cooperation.

Best regards,  
[Aryan R. Pandya]  
[student at ABC institute]

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