

Soft skill assaignment

Name: Baroliya bhavesh
Website designer

Module 1: Effective Communication

Task: Write professional emails based on 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

- 1. Thank you Email**
- 2. Email of Inquiry for Requesting Information**
- 3. Asking for a Raise in Salar**
- 4. Introduction Email to Client**
- 5. Resignation Email**

1. thank you email

From: baroliyabh14@gmail.com

to: jaydeepsir54@gmail.com

subject: website disign

dear jaydeep,

sir thank you for study of me. thank you very much for explaining the inquiry to me easily. expained html easily to me and all tags about impformation to easily expained. you lectur time of 4:30 to 5:30 select for thank you. your experience's knowladge gave me for thank you and website design is how important about of market. thank you for improving my nature and you have helped me lot. thank you for explaing again what i did not understand.

thank you for my coures is fast running and tags imformation to easily expained. your praises are so few .thank you for not beign angry with me, and one request the you explaing again what i did not understand me.

Regards

Bhavesh Baroliya

2. Email of Inquiry for Requesting Information

From: baroliyabhavesh46@gmail.com

to: info@topsint.com

subject: requesting for inquiry information

Dear Jaydeep sir,

I request you to do my enquiry. beacuse you take the enquiry well. and the website design all the information you will give me, request you to take my enquiry. please take my enquiry, so that i can understand everything about the website disign course. i will come when you give me time.

You will take my inquiry well so I humbly request you to take my inquiry

Will you take my inquiry?

Regards

Bhavesh Baroliya

3. Ask For A Raise in Salary Email

From: baroliya45@gmail.com

To: tejasm@gmail.com

Subject: Ask for a raise in salary

Dear darshan tank,

I am a been working at website disign , devloper for 10 years, and during this time, am consistently exceeded expectations in my role as Product website Designer.

I would be grateful for the opportunity to discuss my compensation and explore potential adjustments. I believe my contributions have been valuable to the team and the company as a whole.

Thank you so much for your time and my think.

Regards

Bhavesb Baroliya

4. Introduction Email to Client

From: baroliyabhavesh45@gmail.com

To: darshan24@gmail.com

Subject: Admission for of soft skills

Dere darshan sir,

I want to take admission in soft skill so I am writing to you. My name is bhavesh baroliya. Graduation complete of 2024 year, and ccc complete. I did After 12th B.A. course. My main subject is sociology. I am a resident of Babra. I learn website design in tops technologies. I like playing cricket. My experience for 20 day of soft skill and I want to experience more in the soft skill. I like soft skill.

Will I get admission in soft skill

Regards

Bhavesh Baroliya

5. Resignation email

From: baroliyabhavesh52@gmail.com

To: jaydeep21@gmail.com

Subject: Resignation email

Dear jaydeep sir

Please accept this letter as my formal resignation from my position as effective two weeks from 24 november 2024 .

I appreciate the opportunities for growth and development you have provide during my tenure. Thank you for your guidance and support.

Please let me know how i can be help during the transition period. I wish you and the company the very best going forward.

Regards

Bhavesh Baroliya

