

# **Soft Skill – Effective Communication Assignment**

**Disha Pandya Ma'am**



**Prepare by : Bhavna Modhvadiya**

## 1. Resignation Email

To: [ABC@gmail.com](mailto:ABC@gmail.com)

Subject: Resignation Notice

Respected Sir/Ma'am

I hope this message finds you well. I have been working for 3 years in Software Testing position. During this journey I have learnt many things in this organization which helps me a lot in my career development.

I am writing to formally resign from my position at your company. I am grateful for the opportunities that I have had during my time here and for the support from you and the team. This decision was not easy, but I believe it is the right step for my career.

I committed to ensuring a smooth transition and I will do everything possible to handover

my responsibilities.

Thank You once again for everything.

Sincerely,

Bhavna modhvadiya

## 2. Thank You Email

To: [ABC@gmail.com](mailto:ABC@gmail.com)

Subject: Resignation Notice

Dear Kajal,

I hope you are doing well. Just wanted to drop you a quick note to say a big thank you for everything you have done recently. Your support and advice have been incredible. Honestly, I don't know what I would've done without your help.

Remember when you share your experience on how to crack technical interview ? That was super insightful for me. It's not every day you find someone as generous with their time and smart as you.

If there is ever anything I can help you with, let me know. Can't wait to catch up soon and hopefully return the favour!

Regards,

Bhavna modhvadiya

### 3. Reminder Email

To: [ABC@gmail.com](mailto:ABC@gmail.com)

Subject: Reminder for upcoming E-commerce website launch.

Dear Ashu,

I hope you are doing well. As discussed, the deadline for E-Commerce website testing is approaching, and I am yet to receive final defect report from you.

This deadline is critical for this website success. Your prompt attention is needed to avoid delays or complications.

Please email your concern team leader in case of any queries or confusion. If there's no blocker, please send the requisite information.

Best regards,

Bhavna modhvadiya

#### 4. Asking for a raise in salary

To: [ABC@gmail.com](mailto:ABC@gmail.com)

Subject: Request for Salary Increment.

.Respected Sir,

I hope this message finds you well. I'm writing to request that my compensation be reviewed. Since December 20th, 2018, I have been working as a Software Engineer at XYZ firm for three years. I have always dedicated myself to my profession and intend to continue doing so in the next years.

My present salary as a Software Engineer is 3.5 lakhs PA. Given my accomplishments and track record, I respectfully urge that you increase my annual salary by at least 20%. I would be grateful if the company could present me with a raise.

Thank you in advance. Waiting for a favourable response .

Yours Sincerely,

Bhavna modhvadiya

## 5. Email of inquiry for requesting information

To: [ABC@gmail.com](mailto:ABC@gmail.com)

Subject: Request for Salary Increment.

Dear Manager,

Flip kart.

I hope this email finds you well. I recently came across information suggesting that your business is offering high discounts on your products or services. I wanted to inquire and validate this information.

Could you please confirm if there are indeed discounts available? If so, I would like to request a specific discount on sports equipment I believe this would be mutually beneficial as it would allow me to make a purchase while supporting your business.

Thank you for your attention to this matter, and I look forward to your response.

Best regards,

Bhavna modhvadiya