**SOFT SKILLS ASSIGNMENT**

**Module 1: Effective Communication**

TASK: write a 5 professional email.

1. Thank You Email:

From: ccharmisudra@gmail.com

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

cc: [abc@gmail.com](mailto:abc@gmail.com)

Subject: Thank you for the opportunity

Dear ma’am/sir

I hope this massage find you a well. I wanted to take a moment for thank you and the team for giving me the opportunity to work with your company. I rally grateful for this collaboration with company. I truly appreciate the time and effort you invested in working with me. I am very excited for contributing to the team and looking forward to the next step. Am really thankful for this opportunity.

Thank you again for your time and thinking. I am always ready to the opportunity to work together.

Charmi Sudra

Contact: 6354340459

1. Apology Letter :

TO:

Darshn Trivedi

Head Of The Company

Tops technology

Subject: apology letter for poor performance

Dear sir,

I would like to apologize for my poor performance from last some days. I have unavailable to give the result on time, missed my deadlines, and lost few clients. I understand that my poor performance is affecting our company.

There are lots of thing going in my life right now that’s why I lost my balance between personal and professional life. I know this is unprofessional to let my professional life with my job.

I love the work with this company. I promise that I never give the poor performance again And I recover all the work which I give some few days.

Thank you

Charmi Sudra

1. Reminder Email:

Subject: Friendly Reminder

Dear Prbhash sukla,

I hope this email finds you well. I wanted to kindly remind you about our project which we do currently. Our project due date is 25th December and we have to do our work little fast. If there’s anything you need assistance with or if you’re facing any challenges, please feel free to let me know. I’m here to help!

Looking forward to seeing you to meeting.

Thank you for your attention to this, and please don't hesitate to reach out if you have any questions or concerns.

Best regards,

Charmi Sudra

Brand logo design

Contact: 6354340459

1. Asking For Raise In Salary:

Subject: Request for Salary Adjustment

Dear sir,

I hope this message finds you well. I am writing to formally request a review of my current salary in light of my contributions to Microsoft company from management.

Over the past 1 year, I have completed my project with best achivements, which increased revenue by 15%.

Now my ongoing responsibilities, assumed leadership on several cross-departmental initiatives, demonstrating my ability to collaborate effectively across teams.

I have skills or certifications acquired Completed advanced training in flipkart, directly enhancing my ability to contribute to our goals.

I genuinely enjoy contributing to the success of our company I believe a salary adjustment would better reflect the value I bring to the team.

If you are agree, then we will discuss further by meeting. I will discuss further and deeply. So you can understand what I do to company. I hope you value my work and thinking about my request.

Best regards,

Charmi Sudra

1. Resignation Email:

Subject: Resignation

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce my resignation from my position as manager at AREXA, effective last 2 years.

This decision was not made lightly, as I deeply value the opportunities I have had to grow professionally and personally during my time at AREXA. Working alongside such a talented and supportive team has been a privilege, and I am very grateful for this opportunity.

As I transition to the next chapter of my career, I am committed to ensuring a smooth handover of my responsibilities. I am happy to assist in training a replacement or completing outstanding projects to the best of my ability.

Thank you once again for the opportunity to be part of AREXA. Please let me know how I can assist during this transition.

Wishing you and the team continued success.

Best regards,

Charmi Sudra

Department Manager