**Soft skill Assignment module 1**

**: Email Writing**

**1: Thank you email**

**Subject:** Thank You for the Productive Discussion

Dear sir,

I wanted to extend my sincere thanks for taking the time to meet with me yesterday. I truly appreciated the clear and open communication throughout our conversation.

Your insights were valuable, and your responsiveness made it easy to align our thoughts and next steps. Effective communication like this not only fosters understanding but also strengthens collaboration, and I look forward to continuing our work together.

Thank you once again.

Best regards,  
Darshan Gajjar  
Tops technologies

**2: Letter Of Apology**

**Subject:** Letter Of Apology

Dear Sir,

I hope this message finds you well.

I’m writing to sincerely apologize for the misunderstanding. I take full responsibility and deeply regret any inconvenience or frustration this may have caused. This was never my intention, and I truly value our teamwork. Please be assured that I am taking the necessary steps to ensure this does not happen again.

Thank you for your understanding and patience. If there’s anything I can do to make this right, please don’t hesitate to let me know.

Once again, I apologize and appreciate your continued trust.

Warm regards,  
Darshan Gajjar   
9409557825

**3. Email of Inquiry for Requesting Information**

**Subject:** Request for Information Regarding Full Stack Course.

Dear Mam,

I hope this message finds you well.

I am reaching out to kindly request information regarding full stack course in your institute Tops technology. I would appreciate it if you could provide details on full stack course.

If there are any documents, links, or resources you could share, I would be grateful. Please let me know if further details are needed from my side to assist with the request.

Thank you in advance for your time and assistance. I look forward to your response.

Warm regards,  
Darshan Gajjar  
9409557825.

**4. Registration Email**

**Subject:** Job Application Registration – Darshan Gajjar

Dear Sir,

I hope this message finds you well.

I am writing to formally express my interest in registering for employment opportunities at Stat bank of India. With a strong background in HDFC loan department manager. I am eager to contribute to your team and grow within the banking industry.

I would be grateful for the opportunity to be considered for any suitable positions that align with my skills and qualifications.

Thank you for your time and consideration. I look forward to the possibility of working with Stat bank of India

Warm regards,  
Darshan Gajjar

9409557825

[darsangajjar25@gmail.com](mailto:darsangajjar25@gmail.com)

**5.REMINDER EMAIL**

Subject : Friendly Reminder :Birthday Party

Date : 25/07/2025

Dear Akshay,

I hope you’re doing well. This is a friendly reminder about Birthday Party on 25/07/2025 Time: 07:00 PM

Location :Shyam Village mhemdabad highway.

Please let me know if you have any question or need any assistance.

Best regards ,

Darshan Gajjar

9409557825