**Softskill Assignment**

Modual-1

Email writing:

1. Thank you Email

From: [devangipipaliya264@gmail.com](mailto:devangipipaliya264@gmail.com)

To: [hirupatel15@gmail.com](mailto:hirupatel15@gmail.com)

Subject: Thanks for my admission in Christ College

Dear Hiral,

I wanted to thank you for your incredible support during my admission process at Christ College, Rajkot. Your guidance and encouragement made a huge difference.

Thank you for believing in me and being an amazing friend.

Thanks once again for being a part of my journey!

I'm grateful for your help.

Sincerely,

Devangi Pipaliya

1. Letter of Apology

From: [devupatel4@gmail.com](mailto:devupatel4@gmail.com)

To: [krutikotak12@gmail.com](mailto:krutikotak12@gmail.com)

Subject: Apology for Missing Deadline

Dear Madam,

I am writing to express my sincerest apologies for missing the deadline for submitting my project report. I understand the importance of meeting deadlines.

Please accept my most sincere apologies for my mistake. Unfortunately, I underestimated the complexity of the project and failed to manage my time effectively.

If there is anything I can do to make up for my mistake, please let me know.

Thank you for your continued support and guidance.

Sincerely,

Devangi Pipaliya

SY BCA

1. Reminder Email

From: christcollegeofficial@gmail.com

To: [devangipipaliya1@gmail.com](mailto:devangipipaliya1@gmail.com)

Cc: [sanjaypipaliya45@gmail.com](mailto:sanjaypipaliya45@gmail.com)

Bcc: [christcollege25@gmail.com](mailto:christcollege25@gmail.com)

Subject: Reminder: 4th Semester Fee Payment

Dear student,

This is a gentle reminder that the fee payment for the 4th semester is overdue. As per our records, the payment was due on 1 December, 2024

Details:

Semester: 4th Semester

Academic Year: 2024-25

Fee Amount: 22,500/-

Payment Deadline: 1 December, 2024

To avoid any late fees or penalties, kindly settle the payment on or before [Payment Deadline]. You can make the payment through:

Thank you for your prompt attention to this matter.

Best regards,

Principal of Christ College, Rajkot

1. Asking for a Raise in Salary

From: [devangipipaliya264@gmail.com](mailto:devangipipaliya264@gmail.com)

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

Subject: Asking for Salary Increase

Dear Sir,

I am writing to formally request a salary increase, reflecting my exceptional performance, additional responsibilities, and dedication to RK info tech Over the past 6 months.

Given my research on industry standards and market rates, I believe my salary should be adjusted to [New Salary]. This increase will not only recognize my contributions but also motivate me to continue delivering exceptional results.

I would appreciate discussing this request further and exploring opportunities for growth within the company.

Thank you for considering my request.

Best regards,

Devangi Pipaliya

1. Resignation Email

From: [devangipipaliya5@gmail.com](mailto:devangipipaliya5@gmail.com)

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

Subject: Notification of Resignation

Dear Sir,

Please accept this email as formal notice of my resignation from my position as employee at HCL technologies.

I appreciate the opportunities I've had while working at HCL technologies and I'm grateful for the experience and knowledge gained during my 4 years of service.

I will ensure a smooth transition of my responsibilities and complete any outstanding tasks before my departure. If there's anything specific you'd like me to focus on during my remaining time here, please let me know.

Thank you again for the opportunity to work with such a talented team.

Sincerely,

Devangi Pipaliya