# Soft Skill Assignment Module

## 1. Thank you Email

Subject = Sincere Thanks for your mentorship

Dear Mr.Patel,

I Want to sincerely thank you your continuous support and valuable direction during [project name]. your expertise and encouragement not only ensured the project's success but also greatly contributed to my personal and professional development.

It was a privilege to work under your mentorship, and truly appreciate the knowledge and skills I gained through the process.

Thank you again for your guidance. I look forward to working with you on future initiatives.

Best regards,

Hirani Dhanyesh

## 2. Letter apology

Subject = Apology for Delay in Report Submission

Dear Mr. Patel

I deeply regret not being able to submit the final report on time and apologize for any inconvenience this may have caused. I understand how important deadlines are to the overall progress of our work.

The issue arose due to a last minute technical difficulty,and I take full accountability for the delay. I have since taken proactive steps to strengthen backup and review process to ensure timely submissions moving forward.

The report has now been uploaded, and I truly appreciate your understanding and support.

Sincerely,

Hirani Dhanyesh

## 3. Resignation email

Subject = Resignation from [your position]

Dear [ Manager's Name],

I am writing to formally resign from my position ass [your job title] at [company name], effective [last working day, typically two weeks from today].

I am grateful for the opportunities and experience I have gained during my time here. It has been a privilege to work with such a talented team, and I sincerely appreciate your support and guidance.

I will ensure a smooth handover of my responsibilities before my departure. Please let me know how I can best assist during the trasition.

Sincerely,

Hirani Dhanyash

## 4. Asking for a Raise in Salary

Subject = status  update request on mockups

Dear mr. patel

I hope this message finds you well. I am writing to follow up on the status of the design mockups for the " new app interface" project, which were planned for delivery this week.

As these deliverables are important ffor the next development phase, I wanted to confirm if everthing is progressing as schooled. Please let me know if there are anychallenges or delays where I may provide assistance.

I look forward to your update so we can align our timeline accordingly.

Best regards,

Hirani Dhanyash

## 5. Introduction email to client

Subject = Introduction [your name], your contact for[project/service]

Dear [Client's Name],

I hope this email finds you well. Allow me to introduce myself my name is [your name], [your job title] at [company name]. I will be supporting you throughout the [project/service], from planning to delivery.

My role is to ensure clear communication, timely updates, and smooth execution. I value building long term relationships and look forward to collaborating closely with you.

Thank you for choosing [company name]. I am confident we will achieve great results together.

Best regards,
Hirani Dhanyash