Soft Skill Assignment

1. Reminder Email

To: meetsolanki0512@gmail.com

Cc:

From: dhvanitparate123@gmail.com

Subject: Reminder Of College Assignment Submission

Dear Meet,

Just wanted to remind you that our **college assignment submission deadline** is coming up soon. Make sure you **complete and submit it before the due date** to avoid any last-minute issues.

If you haven't started yet, let's discuss it together maybe we can help each other out. Don't forgot to **double-check the format and requirements** before submitting.

Let's get it done on time.

Warm regards,

Dhvanit Parate

9265920139

2. Resignation Email

To: techglobalhr28@gmail.com

Cc:

From: dhvanitparate123@gmail.com

Subject: Resignation Letter – Dhvanit Parate

Dear Manager,

I hope you are doing well. Please accept this email as formal notification that I am resigning from my position as **Frontend Developer** at **Tech Global Solutions**. My last day of employment will be 24-11-2025.

This was not an easy decision, but I have recently accepted an offer for a new role that presents a significantly better opportunity for my long-term career growth and professional development.

I want to express my sincere gratitude for the opportunity to work at Tech Global Solution over the past 2 years. I have learned a great deal and appreciate the support I've received from you and entire team.

I am committed to ensuring a smooth transition during my remaining time here. I am happy to assist in any way possible to complete my current projects and train my replacement, if applicable.

I wish you and TechGlobal Solutions all the best for the future.

Warm regards,

Dhvanit Parate
Frontend Developer
TechGlobal Solutions

dhvanitparate123@gmail.com

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3. Letter of Apology

To: karanpatel@gmail.com

Cc:

From: dhvanitparate123@gmail.com

Subject: Letter of Apology for Losing Your Pen drive

Dear Karan,

I hope you're doing well. I just wanted to say how truly sorry I am for losing your pendrive. I've been looking for it everywhere, but I still can't seem to find it. I feel really bad because I know it might have had some important stuff on it, and I didn't take enough care of it like I should have.

Honestly, I didn't mean for this to happen, and I take full responsibility. I'll definitely get you a new one. You've always trusted me with your things, and feel terrible for letting you down.

I really value our friendship, and I hope you can forgive me for this careless mistake. Once again, I'm really sorry for the trouble I've caused.

Take Care,

Dhvanit Parate

4. Email Asking for a Status Update

To: kotakmahindrabank811@gmail.com

Cc:

From: sahilpatel0412@gmail.com

Subject: Request for Status Update on My Bank Loan Application

Dear Hemendra Sharma(officer loan department),

I hope you are doing well. I am writing to kindly request an update on the current status of my bank loan application that I submitted on 5-11-2025.

I would appreciate it if you could let me know whether my application has been processed and if there are any additional documents or steps required from my side to move forward.

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

Warm regards,

Sahil Patel,

7405819422

5. Thank You Email

To: zeelpatel05@gmail.com

Cc:

From: dhvanitparate123@gmail.com

Subject: Thank You for Helping Me with My Python Project

Dear zeel,

I just wanted to say a big thank you for all the help you gave me with my end-semester python project. Honestly, I couldn't have done it without you. You were so patient while explaining things and helping me fix the errors it really made a huge difference.

Because of your support, not only did I finish my project on time, but also learned a lot more about python than I expected. You made the whole process a lot less stressful, and I really appreciate that.

Thanks again for being such an amazing friend.

Take care,

Dhvanit Parate