SOFT SKILL ASSGINMENT MODULE: 1

1. **Thank You Email**

**To:** thmpson23@gmail.com  
**From:** riyajoshi23@gmail.com  
**Subject:** Thank You for Your Guidance and Support

**Dear Mr. Thompson,**

I hope this message finds you well.

I am writing to sincerely thank you for your guidance and support during the recent project. Your insights and encouragement played a crucial role in helping me understand the objectives and complete the task efficiently.

I truly appreciate the time and effort you took to assist me, and I look forward to applying what I’ve learned in future projects.

Thank you once again.

**Warm regards,**  
 Riya Joshi  
 Assistant Manager.

**2. Letter of Apology**

**To:** gill professor@gmail.com  
**From:** riyaraval23@gmail.com  
**Subject:** Apology for Delay in Assignment Submission

**Dear professor gill,**

I hope you are doing well.

I am writing to sincerely apologize for the delay in submitting the assignment that was due on [19/5/2025]. Unfortunately, I was travelling and couldn’t complete it, I was unable to complete the work on time.

I understand the importance of meeting deadlines and assure you that this will not happen again. I am taking steps to better manage my schedule and responsibilities moving forward.

Thank you for your understanding, and I appreciate your continued support.

**Sincerely,**  
 Riya Raval  
 Soft Skill.

**3. Reminder Email**

**To:** riya43@gmail.com  
**From:** swayamraval45@gmail.com  
**Subject:** Reminder: Upcoming Assignment Submission Deadline

**Dear Ms. Riya,**

I hope you're well.

This is a gentle reminder that the submission deadline for the English Literature Essy assignment is approaching on 23rd June 2025. Kindly ensure that your work is completed and submitted by then to avoid any penalties.

If you have any questions or require assistance, please feel free to reach out.

**Best regards,**  
Swayam Raval.

**4. Resignation Email**

**To:** anitashrma4@gmial.com  
**From:** riyaraval45@gmail.com  
**Subject:** Formal Resignation Notice

**Dear Mr. Anita Sharma,**

I hope this message finds you well.

I am writing to formally resign from my position as Manager at Creative innovation, effective May 29, 2025.

This decision was not easy, as I have greatly valued my experience and growth at Creative Innovation. I appreciate all the opportunities and support I have received during my time here. I am especially grateful for the chance to work with such a talented and dedicated team.

Please let me know how I can assist during the transition period to ensure a smooth handover of my responsibilities.

Thank you once again for everything.

**Sincerely,**  
Riya Raval.

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

**To:** riyaraval3@gmail.com  
**From:** bansinagadiya23@gmail.com  
**Subject:** Request for Information Regarding upcoming training workshop

**Dear Ms. Riya,**

I hope you are doing well.

I am writing to inquire about, the registration process for the upcoming training workshop scheduled for July 2025. I would appreciate it if you could provide details regarding the requirements, deadlines, and any associated fees.

Please let me know if there are any forms I need to complete or documents I need to submit.

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

**Kind regards,**  
Bansi Nagadiya,  
Trainee Executive.