

Soft Skill

Assignment 1

1.Thank you Email

To : yuvrajzala@gmail.com

From : gunjanchauhan@gmail.com

Subject: Thank you for meeting with me

Date : 9th March 2024

Hi Krish,

Thank you so much for taking the time out of your busy schedule to conduct an interview. Our conversation about the team lead position was inspiring, and it was insightful to learn more about the role.

The job sounds more exciting than ever, and I think I would be an ideal candidate thanks to the master's degree and relevant experience in the field.

Please feel free to contact me if you want. Thanks again for the opportunity.

Thanks,

Gunjan Chauhan

2.Resignation Email

To : dhruv11@gmail.com

From : gunjanchauhan@gmail.com

Subject: Resignation

Date : 6th April 2023

Dear sir,

I regret to inform you that due to emergency personal circumstances, I must resign from my position at tops technologies effective immediately.

I understand that this is short notice, and I sincerely apologize for any inconvenience this may cause. If there is anything I could do to ease the transition process, please let me know and I will do my best to help.

Sincerely,

Gunjan Chauhan

3.Reminder Email

To : pratikpatel76@gmail.com

From : gunjanchauhan@gmail.com

Subject: Gentle Reminder

Date : 11th March 2023

Dear sir,

I recently sent you a leave request for the week of 1st July to 7th July 2024. I'm hoping to book a holiday with my family. Could you please confirm whether my leave request has been granted?

Once I have your approval, I can book the holiday. Please let me know if you want to discuss my request as soon as possible.

Best Regards,

Gunjan Chauhan

4. Asking for a Raise in Salary

Email To : rohanpate067@gmail.com

From : patelpreet7567@gmail.com

Subject: Asking for a raise in salary

Date : 8th March 2025

Dear sir,

There are already 2 years that I have been working for your organization as a team leader. I was always loyal and dedicated to BERKO technologies. All the assignments and projects I was handling were submitted on time without any delays. You probably know that I get low payment and have asked for salary increment last year. I attempted to ask for the salary increments but I did not get a reply from you.

The reason that I am asking for a rise of my salary is that my current payment is too low for covering the expenses of my family. Recently I have received the job offer from SONY technologies and the salary is relatively higher. However, I am dedicated to our company; therefore, I decided to write you this letter once more.

Best Regards,

Gunjan Chauhan

5.: Introduction Email To Client

To: yuvraj@gmail.com

From: gunjanchauhan@gmail.com

Subject: introduction to client

Date: 10th march 2025.

Hi Yuvraj,

Nice to e-meet you too! I'm Pranav. I'll be your Customer Success Manager henceforth. I'm really looking forward to working with you. You can use this link to book a call with if you have anything to discuss or even for just a general transition/touch base with me: <https://calendly.com/yuvraj/> And of course, feel free to reach out to me via email with anything that comes up in the meantime.

Warm regards,

Gunjan Chauhan