

SOFT SKILLS ASSIGNMENT

MODULE 1: EFFECTIVE COMMUNICATION

1) Resignation Email:

Subject: Resignation Letter – [Harshid Yogeshkumar Trivedi]

Dear Mr Somaiya,

I hope this message finds you well.

I am writing to formally resign from my position as Software Engineer at The Signature effective

This was not an easy decision to make, as I've genuinely enjoyed being part of the team. I am incredibly grateful for the opportunities I've had to grow both professionally and personally during my time here. The guidance, support, and encouragement I've received from you and my colleagues have been invaluable.

To ensure a smooth transition, I am happy to assist in training my replacement and to wrap up my responsibilities before my departure.

Thank you again for the support and the positive experience. I hope to stay in touch, and I wish the team continued success.

Warm regards,
[Harshid Yogeshkumar Trivedi]

2) Reminder Email:

Subject: Friendly Reminder: Upcoming Soft Skills Workshop

Dear [Mr. Somaiya],

I hope this message finds you well.

This is a kind reminder about the **Soft Skills Development Workshop** scheduled for **[25/08/25] at [1:30p.m.] in [online session]**. The session will focus on enhancing key interpersonal skills such as communication, teamwork, and adaptability.

Your participation will greatly contribute to the interactive nature of the workshop. Please ensure you have the necessary materials ready and arrive a few minutes early to settle in.

If you have any questions or scheduling conflicts, feel free to reach out.

Looking forward to your active participation.

Best regards,
Harshid Yogeshkumar Trivedi
The Signature company
9664599428

3) Asking for a Raise in Salary

Subject: Request for Salary Review

Dear [Mr Somaiya],

I hope you're well.

I am writing to formally request a review of my current salary based on my contributions to the team over the past [4 years]. Since joining The Signature, I have taken on the managing the team mates as well as I have also provided them different paths through which they can work and it makes their work easy, which I believe have positively impacted the team and company.

I would appreciate the opportunity to discuss the possibility of a salary adjustment that more accurately reflects my responsibilities and performance. I am happy to provide any additional details and would welcome a meeting at your convenience.

Thank you for your time and consideration.

Best regards,
Harshid Yogeshkumar Trivedi
Employee
9664599428

4) Introduction Email to Client

Subject: Introduction – Your New Point of Contact at The Signature

Dear Dev,

I hope this message finds you well.

My name is Harshid Trivedi, and I'm pleased to introduce myself as your new [Account manager at The Signature. I'll be your main point of contact moving forward and am here to ensure you receive the highest level of service and support.

I'm looking forward to learning more about your goals and how we can continue supporting your success. Please don't hesitate to reach out to me directly with any questions, feedback, or requests.

Let's schedule a brief call at your convenience to discuss how we can best work together.

Looking forward to connecting!

Best regards,
Harshid Trivedi
The Signature
9664599428 | trivediharshid02@gmail.com

5) Email Asking for a Status Update

Subject: Follow-up on The Project named "Locify"

Dear Dev Somaiya,

I hope you're doing well.

I'm writing to kindly follow up on the status of the project that we discussed on 1/09/25 at 12:00p.m I will inform you. I'd appreciate any updates you can share regarding its current progress or expected timeline.

Please let me know if you need any input from my side to help move things along.

Looking forward to your response.

Best regards,
Harshid Trivedi
The Signature
9664599428