

Module: 1 Assignment of Soft Skills

1. Thank you Email:

Dear Yogeshwari ma'am,

I hope this message find you well.

I would like to sincerely thank you for the opportunity to work on research project. I truly appreciate your efforts towards me. Your support has been invaluable, and I'm grateful for the opportunity to collaborate with you.

Please don't hesitate to reach out if I can be of any assistance.

Kind Regards,

Your student,

Janvi Jariwala.

2. Letter of Apology:

Dear Head of the department,

I hope this message find you well.

I am writing to offer my sincere apologies for the delay in submitting the session plan sheet. I understand the impact this may have caused and take full responsibility for the situation.

Please be assured that I am taking the necessary steps to ensure this does not happen again. I value our professional relationship and committed to maintaining the highest standards moving forward. Thank you for your understanding.

Kind Regards,

Janvi Jariwala,

Ad-hoc assistant professor.

3. Email of Inquiry for Requesting Information:

Dear sir/ma'am,

I hope this message find you well.

I am writing to kindly request information regarding your company's services. Specifically, I would appreciate it if you could provide details on which kind of software are you using for your company, in what computer language your company's employee work.

Your assistance in this matter would be greatly appreciated. Please let me know if you require any further details from my side. Thank you for your time. I look forward to your response.

Kind regards,

Janvi Jariwala,

6354543550,

Janvijariwala03@gmail.com.

4. Asking for a Raise in Salary:

Dear Manager,

I hope you are doing well.

I am writing to formally request a review of my current salary. Over the past 1.5 years, I have taken on additional responsibilities and consistently contributed to projects and achievements for the company.

Given my performance and the value I bring to the team, I would appreciate the opportunity to discuss a potential adjustment to my compensation that reflects my contributions.

I am open to a meeting at your convenience time and would be happy to provide any further information you may need.

Thank you for your time and consideration.

Kind regards,

Janvi Jariwala,

Senior Data Analyst,

6354543550.

5. Resignation Email:

Dear IQAC Co-Ordinator,

I hope this message find you well.

I am writing to formally resign from my position as Ad-hoc assistant professor at SDJ international college, effective as per your notice period.

This decision was not made lightly, as I have truly valued the opportunity to work with you and the team. I am grateful for the experience, support, and professional growth I've gained during my time here.

Thank you once again for the opportunity.

Kind regards,

Janvi Jariwala,

BCA Department,

Ad-hoc assistant professor.