SOFT SKILL:

1. Thank you Email:

Date:20/6/2025

From:methaniya janvi

To:ruchika patel

**Subject:** Thank You for Your Support

Dear medam,

I hope this message finds you well.

I am writing to sincerely thank you for your support and assistance with the successful completion of the client presentation last week. Your guidance and efforts played a significant role in ensuring everything went smoothly.

I truly appreciate the time and energy you dedicated to helping achieve this outcome. I look forward to continuing our collaboration on future projects.

Thank you once again.

Your faithfully,  
methaniya janvi

1. Letter of Apology:

**Subject:** Apology for Delay in Project Submission

Respected sir,

I hope you are doing well.

I am writing to sincerely apologize for the delay in submitting the hotel management project. which was due on one week. Unfortunately, due to unforeseen technical issues/workload, we were unable to meet the expected timeline.

I understand the inconvenience this may have caused, and I take full responsibility for the delay. We are currently finalizing the remaining tasks and assure you that the complete submission will be made by 20/6/2025.

We value your trust and appreciate your patience and understanding in this matter. Please do not hesitate to reach out if you have any questions or concerns.

Your faithfully,

Methaniya janvi

1. Reminder Email:

**Subject:**Upcoming Meeting on next week.

Dear jay

I hope you are doing well.

This is a gentle reminder about our upcoming meeting scheduled for 20/6/25 at 10:00, which will be held at tops technology,s.g.heighway ahmdabad.

The meeting will cover project updates, timeline discussion, budget planning. Kindly ensure your availability and come prepared with any necessary documents or updates.

Please let me know if you have any questions or if you are unable to attend.

Looking forward to your participation.

Best regards,

Methaniya janvi

(4)Resignation Email:

**Subject:** Resignation Notice

Dear kaushal shah

I hope you are doing well.

Please accept this email as my formal resignation from my position as software engineering at tops technology, effective from June 30, 2025. This decision was not easy, but after careful consideration, I have decided to pursue new opportunities.

I want to express my sincere gratitude for the support and opportunities I have received during my time here. I will do my best to ensure a smooth transition and complete any pending tasks before my departure.

Please let me know how I can assist in the handover process.

Thank you once again for everything.

Sincerely,

Methaniya janvi

(5) Introduction Email to Client:

**Subject:** Introduction and Looking Forward to Working Together

Dear jay patel,

I hope this email finds you well.

My name is methaniya janvi, and I am the developer at web info tech.. I wanted to take a moment to introduce myself and express my enthusiasm about the opportunity to work with you.

We are committed to providing the highest quality service and support to meet your needs. Please feel free to reach out to me directly if you have any questions or require assistance.

Looking forward to a successful collaboration.

Best regards,  
Methaniya janvi  
tops technology