

SOFTSKILLS ASSIGNMENT

~Jayani Joshi

MODULE 1 : Effective Communication

Professional Email Writing :

Thank You Email

From : Jayani.joshi@datavid.com

To : director@datavid.com

Subject : Expressing Gratitude for the Recommendation

Respected Director,

I am Jayani Joshi, a data scientist in your company. I am writing this email to express my heartfelt gratitude for your precious recommendation for the international client.

I am very thankful that you recommended me as a competent employee for handling the international client regarding such an important deal and showing your faith in me. I will surely give it all to make this deal a success and won't give you a chance to regret your decision.

Yours Faithfully,

Jayani Joshi

Company ID : DS-189

Reminder Email

From : het.pandya@datavid.com

To : aditya.b@gentech.com

Bcc : Jayani.joshi@datavid.com

Subject : DataBid Meeting Reminder

Dear Mr. Aditya B,

This is a reminder email for your upcoming virtual conference with our Data Scientist regarding the deal with your company scheduled for 18th March 2025 at 10.40 am IST.

Prior to our meeting, a meeting link will be sent to your department so you can join the conference.

Key Topics of the Meetings :

- Principal Budget Amount
- Focus Areas of Discussion
- Degree of Inter-involvement of both parties

We look forward to our insightful meeting and may we have great cooperation.

Best Regards,

Het Pandya (Secretary to Director)

Company ID : S-158

Email Asking for a Status Update

From : Jennifer@databid.com

To : Jayani.joshi@databid.com

Subject : Update on the Consignment

Greetings Ms. Jayani,

This is Jennifer from the R&D department. This email is sent to get an update on the status of the first report on the parent data provided by the GenTech Pvt. Ltd. representatives.

We need detailed information on the future trends and the possibilities of the fluctuation in product performances in the next quarter. In order to be prepared, a strong back-up plan is required to counter the foreseen dips in the near future with better developments.

So a descriptive report on the product's performance with a detailed presentation is expected in a 3 days window.

Also, send the status of the report on backup plans implementation and its effects of the public response on the company as well as the alliance with GenTech.

After having a proper look at the presentation can the measures be finalized to ensure everything's transitions smoothly without any hiccups.

Expecting the response as soon as possible.

Regards,

Jennifer Brian

Research & Development Head

Jennifer brian

Resignation Email

From : Jayani.joshi@atabid.com

To : Jennifer@atabid.com

Subject : Request to accept the Resignation from the Post

Dear Mrs Jennifer Brian,

This is Sr. Data Analyst Jayani Joshi from the R&D department.
Following the company's protocol. I am writing this email to formally resign from my current allotted position at DataBid.

As of today, I officially leave my position as Sr. Data Analyst, in order to join my newly appointed position of Data Scientist in the department.
I'll take on the duties of Data Scientist as soon as all the paperwork and the formalities are completed formally.

Kind Regards,
Jayani Joshi



Company ID : 189

Asking for a Raise in Salary

From : Jayani.joshi@datavid.com

To : Sveta.HR@datavid.com

Subject : Request for a raise in the Salary

Greetings of the Day,

I am Jayani Joshi, working for DataBid in R&D as a Data Scientist for over a year. This email is being sent in order to ask for my wage increase.

I have been working in this company for over 8 years now and I was promoted to the position of Data Scientist with a decent raise.

In the past year and a half, I've made some important contributions for the firm. These contributions include securing the deal with GenTech, which led me to promotion. And some other important contributions after I started as a Data Scientist.

So now would be a good time to get a raise in my monthly pay by at least 15%.

I'd done some research in the corporate markets and industry standards and I believe that this would be an appropriate wage increase to reflect my contributions till date.

Hope you consider this request and I am open to further discussion at a time convenient to both of us.

Respected Regards,

Jayani Joshi



Company ID : 189