

## Soft-skill assignment:

1) Thank you email.

**Subject:** Thank You for the Job Opportunity

Respected sir/medam;

I hope this message finds you well. I am writing to sincerely thank you for offering me the sales executive position at Intractive warriors. I am truly grateful for the opportunity and excited to become part of your team.

I appreciate the time and effort you and your team invested during the interview process. I'm eager to contribute my skills and grow with Intractive warriors, and I look forward to starting this new journey.

Thank you once again for this wonderful opportunity.

Warm regards,  
patel jinal

2) Letter of Apology.

**Subject:** Apology for Being Absent from Class Without Permission

Dear mam,

I hope you are doing well. I am writing to sincerely apologize for my absence from your class on 23 july. I understand that attending class regularly is important, and I regret not informing you in advance or seeking permission.

I take full responsibility for my actions and assure you that it won't happen again. I will make sure to catch up on the lessons I missed and stay up to date with the classwork.

Thank you for your understanding, and I truly appreciate your support and guidance.

Sincerely,

Patel jinal  
class XI.

3) Reminder Email.

**Subject:** Friendly Reminder: Pending Fee Payment

Dear mam,

I hope this message finds you well. This is a gentle reminder regarding the pending payment of your fees for [mention the purpose – e.g., “the current academic term,” “course registration,” etc.].

As of today, the outstanding amount of ₹[amount] is due since [mention due date]. We kindly request you to complete the payment at your earliest convenience to avoid any late charges or interruption in services.

Please feel free to contact us if you have already made the payment or need any assistance regarding the payment process.

Thank you for your attention to this matter.

Warm regards,

Patel JINAL

[student/softwareengineering]

[tops technology]

4)Subject:Asking for raise in salary.

Dear sanjay sir,

I hope you're doing well. I'm writing to formally request a discussion regarding an adjustment to my current salary, in recognition of my contributions, performance, and the evolving scope of my role at [royal company].

Over the past 5 years, I've consistently exceeded targets, led successful projects, taken on additional responsibilities.

Specifically:

Achievement 1-Increased team productivity by 20%

Achievement-Successfully managed [5] key accounts

Given these contributions and industry salary benchmarks for my role, I believe a salary adjustment to [20%more] would better reflect the value I bring to the team.

I'd appreciate the opportunity to discuss this further at your convenience. Please let me know a suitable time for a meeting. Thank you for considering my request—I remain committed to delivering high-quality work for [orchard company].

Best regards,

Sanjay arora

chief technology officer

5)Resignation Email

**Subject:** Resignation Notice

Dear rahul sir,

I hope this message finds you well. I am writing to formally resign from my position as employee at [Intractive Techonology], effective [Friday, typically two weeks from the date of the email, unless otherwise required].

This decision was not easy and took a lot of consideration. However, after careful thought, I have decided to pursue a new direction in my career. I am truly grateful for the opportunities for growth and the valuable experiences I have gained during my time a[Intractive Techonology]. Working with you and the team has been a pleasure, and I deeply appreciate the support and guidance I have received.

I will do my best to ensure a smooth transition, including completing outstanding tasks and assisting in training a replacement if needed.

Thank you once again for everything. I hope we can stay in touch, and I wish continued success to you and the team.

Warm regards,

[Patel jinal]

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