Soft Skill Assignment Module

# Thank You Email

**Subject:** Thank You for Your Valuable Support Dear Mr. Sharma,

I would like to sincerely thank you for your continuous support and guidance throughout the [Project Name]. Your expertise, suggestions, and encouragement were crucial in helping our team stay focused and achieve our goals efficiently.

It was truly a pleasure to work under your direction. I learned a great deal during the process,and your leadership made a significant impact on both my personal and professional growth.

Thank you once again for your time and assistance. I look forward to future opportunities to collaborate with you.

Warm regards,

# Sunil Kyada

* **Letter of Apology**

**Subject:** Apology for Missed Submission Deadline Dear Ms. Kapoor,

I am writing to express my sincere apologies for missing the submission deadline for the final report. I understand the importance of adhering to timelines and recognize that the delay may have caused inconvenience. The issue was due to an unexpected technical problem that occurred just before the final upload.

I take full responsibility for the delay and assure you that steps have been taken to prevent such incidents in the future, including additional backup procedures and early reviews. The report has now been submitted and is ready for your review.

Itrulyappreciateyourunderstandingandpatienceinthismatter.Thankyoufor your continued support.

Sincerely,

# Sunil Kyada

* **Reminder Email :**

**Subject:** Reminder: Upcoming Meeting on July 20th

Dear Rahul,

I hope you are doing well. This is a friendly reminder about our upcoming meeting scheduled for **Saturday, July 20th at 11:00 AM**.

Please let me know if you’re still available at this time or if any changes are needed. Looking forward to our discussion.

Warm regards,  
Sunil Kyada  
Project Coordinator  
sunilkyada@email.com

* **Quotati on Email**

**Subject:** Quotation for Requested Office Furniture Dear Mr. Desai,

Thank you for reaching out regarding the office furniture for your new workspace. Please find the detailed quotation below:

* + Office Chairs(ModelX100):₹3,500each,Quantity:20
  + Executive Desks(ModelD200):₹8,000each,Quantity:5
  + Delivery Charges:₹1,500

The total price is exclusive of GST, and delivery will take approximately 7–10 working days from the date of confirmation.

This quotation is valid for 15 days. If any adjustments are needed in terms of design, color, or quantity, we will be happy to accommodate your requests. Customization options are also available upon discussion.

Please feel free to contact me for further clarifications or to proceed with the order.

Best regards,

# Sunil Kyada

Sales Executive, UrbanWork Supplies

* Email of Inquiry for Requesting Information

**Subject:** Inquiry Regarding Corporate Wellness Program

Dear Ms. Sharma,

I hope you're doing well. My name is Sunil Kyada, and I’m reaching out to learn more about your Corporate Wellness Program. Our organization is exploring options to support employee health and engagement, and your services came highly recommended.

Could you please provide additional details on:

* Program structure and duration
* Pricing for small teams (under 50 members)
* Customization options available for different departments

If you have brochures or online materials, kindly share them. I’d be glad to schedule a brief call to discuss this further.

Thank you for your time, and I look forward to hearing from you.

Best regards,  
Sunil Kyada   
HR Manager  
Pixel Edge Pvt. Ltd.  
sunilkyad@email.com | +91-987654321