

Soft Skills Assignment

Module 1: Effective Communication Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. Thank you Email:

Subject: Thank You for Your Support and Guidance

Good Morning Sir/Madam,

I hope this message finds you well.

I would like to express my sincere gratitude for your continued support and guidance on the soft skills assignment. Your insights and encouragement played a vital role in helping me achieve the desired outcome.

Thank you once again for your time and support.

Best regards,

Bauddh Kandarp

Data Engineer

kandarpbauddh18@gmail.com

2. Letter of Apology:

Subject: Sincere Apology for the Delay

Good Morning Sir/Madam,

I am writing to sincerely apologize for the delay in submitting the document/report/project that was due on original deadline. Due to unforeseen circumstances, I was unable to meet the deadline, and I take full responsibility for this oversight.

I understand the inconvenience caused and assure you that I am taking immediate steps to prevent such occurrences in the future. Thank you for your patience and understanding.

Sincerely,

Bauddh Kandarp

Data Engineer

kandarpbauddh18@gmail.com

3. Reminder Email:

Subject: Friendly Reminder: Submission of Monthly Report

Good Morning,

I hope you are doing well.

This is a gentle reminder regarding the submission of the monthly report for April month. As per our schedule, the report is due by May End. Kindly ensure that it is shared by the specified date.

Please let me know if you need any assistance.

Warm regards,

Bauddh Kandarp

Data Engineer

4. Quotation Email:

Subject: Quotation Request for Web Development Services

Good Morning Sir/Madam,

I hope you are doing well.

We are currently exploring options for web development services and would appreciate it if you could provide a detailed quotation based on the following requirements:

- Responsive website design
- Backend development
- SEO optimization
- Maintenance and support

Please include the estimated cost, timeline, and terms of service. We look forward to your proposal.

Thank you.

Best regards,

Bauddh Kandarp

MAERSK LLC

kandarp.maersk@gmail.com

5. Email Asking for a Status Update:

Subject: Request for Status Update on Sales Report

Good morning Ajay,

I hope you are well.

I am writing to kindly request an update on the status of Project Sales Report. As we are approaching the milestone date of 30-05-2025, I would appreciate it if you could share the current progress and any potential issues we should be aware of.

Looking forward to your response.

Warm regards,

Bauddh Kandarp

Data Engineer

kandarpbauddh18@gmail.com