Module 1 : Effective Communication

1) Letter of Apology

Subject : Apology for late submission

Dear sir,

I hope this message finds you well.I am writing to sincerely apologise for i am very late for software skills assignment sumitted.i have many health issue so i can not write assignment.But sir i will surely next time never late to my assignment submission.Next time i take care of my work.

once again,i deeply apologies for late assignment submitted.Thank you for your patience and understanding.

sincerely,

Your student,

Kinjal panchal

2) Raise salary Email

Subject :Request for Raise in salary

Dear sir,

There are already 2 years that i have been working for your organization as a software tester.I was always loyal and dedicated to versatile techno.All the doubts in projects i was handling were submitted on time without ant delays.I attempted to ask for the salary increments but i did not get a reply from you.

Recently i have received the job offer from TCS and the salary is relatively higher.However,i am dedicated to our company;therefore ,i decided to write you this letter once more.

Kindly ask you to consider my request.

sincerely,

Kinjal Panchal

3) Reminder Email

subject : Reminder : Assignment submission

Dear kinjal,

I hope this message finds you well.

 your softskill module -1 assignment submit date is 15\04\2025.so you will

 prepare your assignment due to date.if your assignment not submit due to

date that you can not get chance for of job placement.so you will submited

on time.i hope you understanf well.

Best regards,
Tops Technologies

4) Resiganation letter

Subject : "Resiganation - Kinjal panchal"

Dear sir,

I regret to inform you that i am resignning from my role as software tester

at the company.My resiganation will be effective from 25 april 2025.Thank you for all the opportunites and experiences that i have gained while working here.I have truly enjoyed my time working at sofcon pvt ltd,but i feel that it is time for me to move on and explore other options.

If there is anything i can do to help before i leave,please let me know.

Best wishes,

kinjal panchal

5) Thank you Email

Subject : Thanks for proper guideline in IT courses

Dear Mam,

I am very excited to say thank you.you give me proper guidance in IT courses.when i visited tops my path is very clear and doubtless.so i want to thank you mam for complete guideline and you suggested me software testing course for my good future.

Best regards,

Kinjal Panchal