**Softskill assignment**

# Module 1: Effective Communication

## Understanding of topic task :-

* **Home Town:** I am from Vatamna, a small village in Dholka. Growing up in a village has taught me the importance of hard work and simplicity, which has shaped who I am today.
* **Education:** I recently graduated with a BTech in Information Technology. During school, I was always interested in computers, but it was in college that I realized I wanted to become a front-end developer. My college experience was great, full of learning, coding, and collaborating with friends. It helped me discover my passion for web development.
* **Mentor:** I don't have one specific mentor, but I've learned a lot from online resources like blogs, tutorials, and tech communities. There are many developers who share their knowledge, and they've guided me in my journey. My teachers and friends in college have also been a big help.
* **Current Life and Learning:** Right now, I’m focused on learning React JS and improving my front-end development skills. Life after college is quite different because, in college, everything was structured, but now I have to manage my own time. I have to motivate myself to keep learning and growing. However, I enjoy the process because I’m working towards my goal of becoming a front-end developer.
* **Expectations from Parents**: My parents have always been supportive of my education and career goals. They want me to have a stable job in the tech field and are proud of the work I’m putting in to achieve that.
* **Future Vision:**
* In 3 Years: I see myself working as a front-end developer in a good company, building websites and applications. By then, I want to be skilled in React JS and other tools needed for front-end development.
* In 5 Years: I hope to be leading a small front-end development team, learning more about full-stack development, and mentoring others who are just starting out.
* In 10 Years: In 10 years, I aim to be a senior front-end or full-stack developer, working on exciting projects or maybe even running my own company related to tech and web development.

## Email writing on any 5 out of 10 scenarios:

* **Subject: Apology for Work Inability**

Dear Parth sir,

I hope this message finds you well. I am writing to sincerely apologize for my recent inability to fulfill my work responsibilities due to health issues.

Unfortunately, I have been unwell, which has hindered my ability to perform at my usual capacity. I understand the importance of my contributions to our projects and the impact of my absence on the team. I assure you that this situation is not taken lightly.

I am committed to regaining my health and returning to work as soon as possible. I appreciate your understanding and support during this time. If there are any urgent matters that need to be addressed, please let me know, and I will do my best to assist remotely.

Thank you for your understanding.

Best regards,

Vishnu  
Frontend Developer

* **Subject: Thank You**

Dear Manish sir,

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for the promotion to a senior position.

I am truly honored by the trust you have placed in me and am excited about the opportunities that lie ahead. This promotion not only reflects my growth but also motivates me to contribute even more effectively to our team and the company.

Thank you for your guidance and support throughout my journey. I look forward to taking on new challenges and helping to drive our projects forward.

Best regards,

Vishnu  
Frontend Developer

* **subject: Reminder Regarding Salary Adjustment**

Dear Rinkl mam,

I hope this message finds you well. I wanted to follow up on our previous discussions regarding my salary adjustment, which was outlined in my employment conditions at the time of joining.

As we discussed, I was expecting a review in line with those terms, and I would appreciate any updates you might have regarding this matter. I am committed to contributing my best to our team and would be grateful for your support in addressing this concern.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

Vishnu  
Frontend Developer

* **Subject: Request for Assistance with Implementation Timeline**

Dear Pooja mam,

I hope you’re doing well. I wanted to bring to your attention the tight timeline we have for the implementation requested by the client. Given the scope of the project and the specific requirements, I am concerned that the current timeframe may not allow us to meet their expectations.

I would appreciate your guidance on how we can best address this situation. If possible, I would like to discuss potential strategies or resources that could help us ensure a successful implementation.

Thank you for your support, and I look forward to your advice.

Best regards,

Vishnu  
Frontend Developer

* **Subject: Resignation Notice**

Dear Vikas sir,

I hope this message finds you well. I am writing to formally resign from my position as Frontend Developer at [Company Name], effective [last working day, typically two weeks from the date of the email].

This decision was not easy, as I have greatly appreciated the opportunities for professional and personal development during my time here. I am grateful for the support and guidance from both you and the team.

I will do my best to ensure a smooth transition and to complete any outstanding tasks before my departure. Please let me know how I can assist during this time.

Thank you once again for everything. I look forward to staying in touch.

Best regards,

Vishnu  
Frontend Developer