

# Soft Skills Project - 1

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## 1. Thank you E-mail

From : manthankanjiya24@gmail.com

To : harshpatel25@gmailol.com

Date : 12<sup>th</sup> may 2025

Subject : Thank you for Wonderful Gift

Dear cousion Brother,

I hope this massage find you will. I want to say Thank You for this amazing gift. It was wonderful surprise.

I am very lucky person because I have best cousion like you. When I will use it then I will think of you.

Thank You again for this wonderful gift.

Wish you all the best

Warm Regards,

Manthan kanjiya

## 2. Reminder E-mail

From : manthankanjiya24@gmail.com

To : topstechnologies@gmail.com

Date : 13<sup>th</sup> march 2025

Subject : For remind my holiday

Dear ma'am,

I hope this email finds you well. I want to remind you about my holiday for 3 days. Date 18<sup>th</sup> march 2025 to 20<sup>th</sup> march 2025 until I will on holiday because me and my friends will go Mumbai for tour.

If you have any questions or need assistance, feel free to reach out. Looking forward to your response.

Thank You for your attention, and I appreciate your time.

Best Regards,

Manthan Kanjiya

Contact no. = 78620 12699

### 3. Asking for a raise in salary

From : manthankanjiya24@gmail.com

To : xyz@gmail.com

Date : 13<sup>th</sup> march 2025

Subject : Asking for a raise in salary

Dear sir,

I hope this message finds you well. I am writing to request a discussion regarding my current salary. Over the past one year at XYZ, I have consistently worked to contribute to the success of the team and accomplishments reflect my dedication.

I have taken on additional responsibilities and contributed to last two projects. Given these factors, I feel that a review of my compensation would be appropriate and in line with the value I bring to the organization.

Thank you for considering my request and I look forward to your response.

Dear regards,

Manthan Kanjiya

#### 4. Resignation E-mail

From : manthankanjiya24@gmail.com

To : abc@gmail.com

Date : 13<sup>th</sup>march 2025

Subject : Resignation

Dear rakes sir,

I hope this message finds you well. I am writing to formally resign from my position as software tester at ABC private limited, with my last working day being 28<sup>th</sup>march 2025.

This decision was not an easy one, and I am incredibly grateful for the opportunities I've had at ABC privet limited. I've learned a great deal and am thankful for the support, guidance, and friendships I've gained throughout my time here.

Thank you again for the opportunity to work with such a talented and dedicated team. I will always look back on my time here with fondness.

Dear regards,

Manthan kanjiya

## 5. Introduction E-mail to client

From : manthankanjiya@gmail.com

To : princepatel9635@gmail.com

Date : 13<sup>th</sup> march 2025

Subject : For Introduction

Dear prince,

I hope this email finds you well. My name is Manthan Kanjiya, and I am your project leader at Opera company. I am reaching out to introduce myself and express my enthusiasm about the opportunity to work with you.

At Opera company, we specialize in your services, and I am confident that we can provide valuable solutions to meet your needs. I am here to ensure a smooth and I look forward to understanding your goals and objectives more closely.

Thank you for the opportunity to work together.

Best regards,

Manthan Kanjiya

