**Module-1:Effective Communication**

**Thank You**

**Subject: Thank You!**

Dear Disha Ma’am,

I hope this message finds you well.

My name is Nirupa Zalavadiya. I am from basically Amreli. I am a student in your Soft Skill Class. I am writing a thank you email to my teacher.

I am very grateful to have an English teacher like you. Thank you for sharing a lot of knowledge with me and other students. Not only knowledge but also valuable experiences to me.

I wanted to take a moment to thank you for all your hard work and dedication. Your lessons have been extremely helpful and inspiring. I appreciate the time and effort you put into teaching us and you make to help us grow to help us.

Thank you again for everything you do!

Best regards,

Nirupa Zalavadiya.

**Apology**

**Subject: Apology for Late Submission of Assignment**

Dear Disha Ma’am,

I hope this message finds you well. I am writing to apologize for the late submission of my assignment on Module-1.

Unfortunately, I had personal health issue and was unable to submit it on time. I am really sorry for late submission of assignment. I understand that it was important to hand it in on time, and I take full responsibility for this delay. I encountered some unexpected issues that caused the delay.

I am committed to improving my time management to ensure this will not happen again. I truly appreciate your understanding and patience in this matter.

Thank you for your consideration.

Sincerely,

Nirupa Zalavadiya

**Reminder Email**

**Subject: Follow Up on Interview for software tester.**

Dear Rahul sir,

I hope this message finds you well.

I wanted to follow up regarding my recent interview for the software tester position. I am excited about the opportunity and would love to work for your company.

I am reaching out to inquire about any updates regarding the hiring process. I am very excited about the opportunity to join your team. Please let me know if you require any additional information.

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

Best regards,

Nirupa Zalavadiya.

**Quatation Email**

**Subject: Request for Price Quotation for Rasin Art Academy Software Application.**

Dear Mr. Anand Patel,

I hope this message finds you well.

Our company, Rasin ArtAcademy is interested in acquiring your rasin artacademy software application to enhance our management department or Resin art software helps create digital designs for resin art projects. We would appreciate it if you could provide a detailed price quotation for the software.

Please include the following information in your quotation:

* Pricing structure (100 to 50,000)
* Features and capabilities of the software
* Customization options and their costs
* Support and maintenance services provided
* Licensing terms and conditions
* Implementation timeline and process
* Any additional fees or charges

It would also be helpful if you could share any feedback or stories from clients who have successfully used your software.

Thank you for your time and consideration. We look forward to your prompt response and the possibility of working together.

Best regards,

Nirupa Zalavadiya.

**Resignation Letter**

**Subject: Resignation Letter.**

Dear Disha Ma’am,

I hope you are doing well. I am writing this letter to notify that I am resigning from my position as Software Tester at Shaligram Infotech.

I am truly grateful for the opportunities for professional development and growth that you and the company have provided me. Your support and guidance have been invaluable, and I deeply appreciate the experiences I’ve gained during my time here.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process or support the team during this time.

Thank you once again for the guidance, trust, and opportunities. I have received during my time here. I hope to stay in touch and wish the company continued success in all its endeavors.

Sincerely,

Nirupa Zalavadiya.