

Assignment of Soft Skills

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: Website Development Thanks for Guidance

Dear Navneet Patel,

I hope this email finds you well. I am writing to express my gratitude for invaluable support during my mentor for my Internship period at IT Company Frontend Army Info Pvt Ltd as MERN Stack Developer Position.

Your constructive feedback and insightful suggestions significantly enhanced the quality of my work. I especially appreciate the time you took to review my draft and provide recommendation that were both practical and impactful.

It has been a privilege to learn from your expertise, and I look forward to applying your advice in future endeavours. Please let me know if there is any way I can reciprocate your kindness.

Thank you once again for your mentorship.

**Best regards,
Nisarg Patel**

2. Email of inquiry for Requesting Information

Subject: Request for Information Regarding Software implementation Guidelines

Dear Team Manager,

I hope you are doing well. I am reaching out to detailed information about joining the Software implementation guidelines for the new employee management system.

What is standard procedure and best practices for integrating third-party APIs into the system. This information is crucial for ensuring the development process aligns with company standards and avoids potential issues during deployment.

Thank you in advance for your assistance. I look forward to your guidance.

**Best Regards,
Nisarg Patel**

3. Introduction Email to Client

Subject: Introduction: Nisarg Patel from Frontend Army Company

Dear Mr. Firefox,

I hope this email finds you well. My name is Nisarg Patel, and I am MERN Stack Developer Position at Frontend Army Company. I am delighted to introduce myself as your point of contact for what is the requirement for Project Development.

We are excited to collaborate with you and deliver the Project [Moisture Detection System]. Please feel free to share your thoughts or requirements, and I will ensure they are addressed promptly.

Looking forward to a productive partnership.

**Warm Regards,
Nisarg Patel
MERN Stack Developer,
Contact No. 7434011088**

4. Reminder Email

Subject: Friendly Reminder: Submission of Project Documentation

Dear Preet Patel,

I hope you are doing well. This is a gentle reminder regarding the submission of the project documentation for Inventory Management System by December 15, 2024.

The documentation is essential for the next phase of the project, ensuring smooth collaboration and timely progress. If you encounter any challenges or need further details, please feel free reach out, and I will be happy to assist.

Your prompt attention to this matter will help us stay on track and meet our deadlines. I look forward to your confirmation.

Thank you for your cooperation.

Best Regards,
Nisarg Patel

5. Resignation Email

Subject: Resignation Notice

Dear Team Manager,

I hope this email finds you well. Please accept this email as formal notice of my resignation from my position as MERN Stack Developer at Frontend Army Company, effective last working, typically two weeks from the date of email.

This decision was not made lightly, and I deeply appreciate the opportunities and experiences I have gained during my time here. I am especially grateful for support and mentorship you have provided.

I will ensure a smooth transition of my responsibilities and am happy to assist in any way to make the handover seamless. Please let me know how I can be of help during this period.

Thank you once again for everything. I hope to stay in touch and wish the team continued success.

Sincerely,
Nisarg Patel