Soft Skills – Assignment

1. **Appreciation letter writing :**

**Subject : appreciation for your support .**

**Dear, het**

**I hope this message finds you well. I just wanted to take a moment to thank you for being there for me . your support , especially during my up-down situations has meant the world to me and I truly don’t know what I would have done without you .**

**You have been such such a constant source of strength and I’m so grateful for your kindness , patience and understanding . It’s rare to find a friend like you ,and I feel incredibly lucky to have you in my life.**

**Thank you again for everything . I appreciate you more than words can express,**

**With gratitude ,**

**Pavni**

1. Apology letter writing :

Subject : My sincere Apologies for made a mistake in project

Dear , Manish Malhotra,

Hello, I wanted to take a moment to sincerely apologize for made an issue in project. I understand that my actions have affected in the company in a way that is not acceptable , and I deeply regret any inconvenience or frustration this has caused you and the team.

I take full responsibility for this and recognize that I should have handled the situation better. I am committed to learning from this mistake and ensuring it dose not happen again in the future. I truly value the trust and opportunity you have given me, and I will work hard to regain any confidence that may have been lost . I am open to any feedback you may have.

Thank you for your understanding , and I appreciate your patience.

Sincerely,

Pavni Dholakiya

1. **Asking for rise salary email writing :**

**Subject: Request for Salary Review**

**Dear [Manager's Name],**

**I hope this message finds you well. I am writing to formally request a review of my current salary.**

**Over the past 5 years , I have taken on additional responsibilities and contributed to [specific accomplishments, projects, or skills developed] which have had a positive impact on our team's success. I believe my performance and the added value I bring to the company align with a compensation review.**

**I would appreciate the opportunity to discuss this further with you at your convenience. I am confident that we can come to an agreement that reflects my contributions and ongoing commitment to the company’s success.**

**Thank you for your time and consideration.**

**Best regards,**

**Pavni dholakiya**

**4) introduction email to client :**

**Subject: Introduction email to client**

**Dear manish patel ,**

**I hope this email finds you well. My name is pavni dholakiya and I am the graphic designer at mondeal heights Company I wanted to take a moment to introduce myself and express my excitement about the opportunity to work with you.**

**At , modeal heights we specialize our services/product , and I am confident that we can provide solutions tailored to meet your needs. I’m looking forward to discussing how we can collaborate and support your goals.**

**Please feel free to reach out if you have any questions or need more information. I’m eager to begin this partnership and ensure we exceed your expectations.**

**Thank you for your time, and I look forward to working with you!**

**Best regards,**

**Pavni dholakiya**

**Graphic designer**

**5) Email your boss that you are in problem :**

**Subject: Request for Assistance**

**Dear manish Malhotra ,**

**I hope you’re doing well. I wanted to reach out to you regarding a situation I’m currently facing. "I’ve encountered some challenges with the current project’s timeline" or "I am having difficulty managing project submitions due to some errors . Despite my efforts to resolve it, I feel that additional guidance or support would be helpful in addressing the issue effectively.**

**I would appreciate your advice or any suggestions you may have on how to move forward. If possible, I’d like to schedule a time to discuss this in more detail at your earliest convenience.**

**Thank you for your understanding and support.**

**Best regards,**

**Pavni dholakiya**

**Graphic designer**