

Assignment – 1

Email Writing

1. Email of inquiry for requesting information.

Subject: Request for Information on MERN Stack Development Course

Dear Mouli Ma'am,

Greetings of the day.

I hope this message finds you well.

I am currently exploring opportunities to enhance my software development skills and came across your MERN Stack Development Course. I would like to inquire about the course structure, duration, and any prerequisites required before enrolling. Additionally, could you please provide information regarding the course fees and any available certifications?

I believe this course could significantly contribute to my professional growth, and I would appreciate any details you can share. If further information from my end is needed, please feel free to reach out.

Thank you for your time. Looking forward to your response.

Regards,

Priyesh Khamar

2. Email asking for a status update.

Subject: Status Update Request for Task Management API Development

Dear Chirag,

Greetings of the day.

I hope you are doing well. I am writing to kindly request a status update on the Task Management API development. It would be helpful to know how the project is progressing and if we are on track with the current timeline.

Additionally, if there are any challenges where my input might be required, please let me know. I would be happy to contribute wherever.

Thank you.

Regards,

Priyesh Khamar

3. Resignation Email

Subject: Moving Forward

Dear Sanjay,

I wanted to take a moment to express my gratitude for the opportunities I've had at Attra Technologies. Over the past 6 months, I've learned a great deal and have thoroughly enjoyed working with you and the team. As I look toward my next steps, I believe it's time for me to explore new challenges, with my last day being September 30th, 2024.

This was not an easy decision, as my time here has been immensely rewarding. I appreciate the support and guidance you've provided, and I hope to stay connected as I transition to this new chapter.

Please let me know how I can assist in wrapping up my current responsibilities to ensure a smooth handover. Thank you.

Regards,

Priyesh Khamar

4. Letter of Apology

Subject: Regarding Assignment Submission

Dear Ma'am,

Greetings of the day.

I hope this message finds you well. I am writing to explain the delay in submitting my assignment. Due to some unexpected work commitments at my office, I was unable to complete the assignment by the deadline, and I truly regret this.

I understand the importance of meeting deadlines and take responsibility for the delay. I am working to complete the assignment as soon as possible and will ensure that such an issue doesn't happen again.

Thank you for your understanding.

Regards,

Priyesh Khamar

5. Introduction email to client.

Subject: Looking forward to collaborating on our upcoming project.

Dear Tony,

Greetings of the day.

I hope you are doing well.

I am Priyesh Khamar, and I will be your Project Manager from Team Logic IT #64324 of Carrolton, for our Server Migration project.

I am really looking forward to working with you and team. My goal is to make sure that everything runs smoothly, and we achieve the best possible outcome.

If you have any questions or need anything, please feel free to reach out.

Looking forward to working with you.

Thanks.

Regards,

Priyesh Khamar

Project Coordinator,

Team Logic IT, Carrolton