

## Soft Skill Assignment

### Module 1 : Effective Communication

Name : Rathod Purvi

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#### 1 ) Thank you Email.

From : [purvirathod925@gmail.com](mailto:purvirathod925@gmail.com)

To : [wipro991@gmail.com](mailto:wipro991@gmail.com)

CC :

BCC :

Subject : thank you for the opportunity

Date : 17th March, 2025

Dear Sir/ ma'am

Good morning,

Thank you for offering me an opportunity to work at Wipro company. I very much appreciate the time and effort your team has spent to review my application and interview me for the position of **Junior Tester**.

I'm happy to inform you that I accepted the offer and can't wait to start the journey with the team.

Once again, thank you for the great opportunity.

Sincerely,  
Purvi Rathod.

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## 2) Letter of Apology

From : [purvirathod925@gmail.com](mailto:purvirathod925@gmail.com)

To : [luckyparmar938@gmail.com](mailto:luckyparmar938@gmail.com)

CC : [wipro991@gmail.com](mailto:wipro991@gmail.com)

BCC:

Subject: Apology to client report error

Date : 28th August, 2024

Dear Team leader ,

Good Afternoon,

I hope you are doing well. I wanted to reach out and apologize for the error I made on the client report. I take full Responsibility for the oversight, and I understand the importance of accuracy in our work.

I have already taken steps to correct mistakes and ensure it does not happen again in the future. If there's anything specific you would like me to do to rectify the situation, please let me know.

Thank you for understanding, and I appreciate the opportunity to learn from this experience.

Regards,

Purvi Rathod

Junior software tester

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### 3) Reminder Email

From : [purvirathod925@gamil.com](mailto:purvirathod925@gamil.com)  
To: [johnvyas675@gmail.com](mailto:johnvyas675@gmail.com)  
CC: [kirtanmakwana78@gmail.com](mailto:kirtanmakwana78@gmail.com) , [parmarurvisha80@gmail.com](mailto:parmarurvisha80@gmail.com) ,  
[khushichavda.89@gmail.com](mailto:khushichavda.89@gmail.com)  
BCC: [opencartmanager159@gamil.com](mailto:opencartmanager159@gamil.com)  
Subject : Reminder for project discuss meeting  
Date : 27th May, 2023

Dear all team member,

Good evening everyone,

I hope this email finds you well.

I just wanted a reminder of the meeting request. I sent it a few days ago.  
I arranged a meeting on Friday, May 30th at 3:00 PM at our meeting room.  
So everyone is present on time because there is something very important  
to talk about regarding our project.

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

Regards,  
Purvi Rathod  
Team Leader  
Project opencart

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#### 4) Asking for a Raise in Salary

From: [purvirathod925@gmail.com](mailto:purvirathod925@gmail.com)

To: [shivamrathod90@gmail.com](mailto:shivamrathod90@gmail.com)

CC:

BCC:

Subject : letter for increment in salary

Date : 15th March, 2025

Respected Sir ,

Good morning,

I hope you are very well,

I enjoy working here and appreciate the challenges that my position provides me everyday.

Though I am grateful for the professional opportunities the company offers me, I regret to tell you that my current salary doesn't meet my expectations.

As you know, my salary hasn't changed since the last 1.5 years.

Therefore, the purpose of the letter is a request for a pay raise meeting.

At this meeting, I would be happy if we could review my performance level and discuss the salary issue.

Thank you in advance.

Regard,  
Purvi Rathod  
Quality assurance

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## 5) Resignation Email

From : [purvirathod925@gmail.com](mailto:purvirathod925@gmail.com)

To: [kirtanf9807@gmail.com](mailto:kirtanf9807@gmail.com)

CC:

BCC:

Subject: Resign for post

Date: 1st March, 2023

Respected ma'am

Good afternoon,

I hope your day is going well.

I am writing to formally notify you of my decision to resign from my position as tester to the junior QA at your company effective April 11, 2023. This was not an easy decision but after careful consideration, I have chosen to head back to my preparation to continue my education and pursue a career change.

I am incredibly grateful for the opportunities I have learned so much and have enjoyed collaboration with such a talented and dedicated team.

Thank you for your understanding and support. I hope to stay in touch and wish the company continued success with all future endeavors.

Sincerely,  
Purvi Rathod  
Junior QA

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DONE BY PURVI