

Soft skills Assignment

Module - 1 Effective Communication

Task: Write professional emails based on any 5 of the following scenarios.

1) **Thank you Email** :

To : Company@gmail.com

Subject : Thank You for the Internship Opportunity

Dear Manager,

I hope you are doing well.

I am writing to express my sincere gratitude for the opportunity to be considered for the internship at your organization. I truly appreciate the time you took to review my application and speak with me. I am enthusiastic about the possibility of contributing to your team and further developing my skills.

Thank you once again for this valuable opportunity.

Warm regards,
Raj Khatariya

2) **Letter of Apology :**

To: Company@gmail.com

Subject: Letter of Apology

Dear Project Manager,

I hope you are doing well.

I am writing to sincerely apologize for the late submission of a project. I understand the importance of meeting deadlines, and I regret any inconvenience this delay may have caused.

The delay was due to unexpected personal circumstances but I take full responsibility for not submitting it on time. I have now completed the work and submitted it, and I will make sure to manage my time more effectively in the future.

Thank you for your patience and understanding. I truly appreciate your support and guidance.

Warm regards,
Raj Khatariya

3) Asking for a Raise in Salary :

To: Company@gmail.com

Subject: Request for Salary hike

Dear Manager sir,

I hope you are doing well.

I am writing to formally request a review of my current salary. Over the past two years as a Python Developer at your company, I have consistently contributed to key projects, enhanced backend functionality, and supported efficient, clean, and scalable code development.

In addition to fulfilling my regular responsibilities, I have taken initiative in optimizing processes, collaborating across teams, and staying updated with the latest technologies to deliver high-quality results.

Given my contributions, growing responsibilities, and continued commitment to the team's success, I kindly request your consideration for a salary adjustment that reflects my experience and performance.

I would appreciate the opportunity to discuss this further at a time that works best for you. Thank you for your time and understanding.

Warm regards,
Raj Khatariya

4) **Resignation Email :**

To: Company@gmail.com

Subject: Resignation Letter

Dear Manager sir,

I hope you are doing well.

I am writing to formally resign from my position as Python Developer at your company. This decision was not easy, as I have greatly valued the experiences, learning, and support I've received during my time here. However, I have been presented with another opportunity that aligns closely with my long-term career goals, and after careful consideration,

I have decided to pursue it. I am committed to ensuring a smooth and professional transition and will do my best to complete pending tasks and assist with handovers during my notice period.

Thank you once again for the opportunities and guidance. I truly appreciate being part of the team.

Warm regards,
Raj Khatariya

5) Email to Your Boss About a Problem (Requesting Help):

To: Company@gmail.com

Subject: Request for Assistance with Technical Issue

Dear Project Manager sir,

I hope you are doing well.

I am currently facing a technical issue related to database access and despite my efforts to troubleshoot it, I have been unable to resolve it on my own. I would appreciate your guidance or suggestions on how to move forward. If needed, I'm happy to provide more details or discuss this at a time that's convenient for you.

Thank you for your support and understanding.

Best regards,
Raj Khatariya