

SoftSkill Assignment

-Raj Pandhi

Q-1) Email of Inquiry for Requesting Information.

Ans-

From- rajpandhi73@gmail.com

To- vivo-distributors.rajkot@gmail.com

CC- manish@gmail.com

BCC-

Subject: Request for Information

Respected Sir,

I hope you are doing well.

I am reaching out to request information regarding my last month credit notes, which are not issued according to my sales report. I would appreciate it if you provide me the credit notes as soon as possible.

If there are any specific documents, reports, or steps I need to complete, please feel free to share them with me.

Thank you for your attention and assistance. Waiting for your reply.

Regards,

Raj Pandhi

Store Manager

Suraj Communication, Rajkot.

Mobile no: +91 94262 72611

Q-2) Resignation Email.

Ans-

From- rajpandhi73@gmail.com

To- hr\_maya@qtonz.com

CC-

BCC-

Subject: Resignation Letter

Respected Madam,

I am writing to formally announce my resignation from my position as Android Developer at Qtonz, effective from date - 17<sup>th</sup> January, 2025.

I have truly valued my time here and appreciate the opportunities for growth and learning I have received during my tenure. I will do my best to hand over my responsibilities effectively before my departure.

Thank you for your understanding and support. Please feel free to reach out if you need any further information.

Regards,

Raj Pandhi

Android Developer

Emp. Code- AD-002B

Q-3) Thankyou Email.

Ans-

From- surajcommunication.mistorerajkot@gmail.com

To- vijay1@gmail.com

CC-

BCC-

Subject: Thank You for Your Purchase

Dear Customer,

Thank you for purchasing your new Xiaomi smartphone from Suraj Communication-Mi Store. We truly appreciate your business and we are confident you will enjoy your new device.

If you have any questions or need assistance with your smartphone, please don't hesitate to reach out. We are always here to help you.

Thank you once again for choosing us.

Regards,

Suraj Communication-Mi Stores,

Rajkot.

MO. No.:- +91 94262 72611

Q-4) Asking for a raise in salary through email.

Ans-

From- rajpandhi73@gmail.com

To- hr-technovasolutions@gmail.com

CC-

BCC-

Subject: Request for Salary Raise

Respected HR Manager,

I hope this message finds you well.

I am writing to formally request a review of my current salary at TechNova Solutions. Over the past few years, I have greatly enjoyed working with TechNova Solutions and contributing to the success of our team. During this time, I have taken on additional responsibilities and have consistently delivered strong performance.

I would appreciate the opportunity to discuss my compensation and explore adjustments that reflect my contributions and commitment.

Thank you for your time and consideration. I am happy to meet at your earliest convenience to discuss this further.

Regards,

Raj Pandhi

Flutter Developer

Q-5) Email for a status update.

Ans-

From- rajpandhi73@gmail.com

To- hr-technovasolutions@gmail.com

CC-

BCC-

Subject: Request for Status Update

Respected HR Manager,

I am writing to inquire about the current status of my salary review request submitted earlier. I would appreciate any updates you can provide regarding the progress or timeline of this review.

Thank you for your time and consideration. I am happy to discuss this further if needed.

Regards,

Raj Pandhi

Flutter Developer