

SOFT SKILL ASSINGMENT

TASK: Write professional emails based on the following scenarios.

1. Quotation Email.

Manger

Mactech pvt.lt.

Hyderabad

Subject: Terms and quotation of the “Health checkup packages”

Respected Sir,

As per our conversation here I am sharing quotation of our “Health checkup packages” that we customize for you.

- Basic Health checkup 1200/- [including total 12 basic reports-details mention in attachment]
- Advance Health checkup 2000/- [including total 20 reports-details mention in attachment]
- Whole body Health checkup 2800/-[including total 25 reports add on chest x-ray-details mention in attachment]

We can provide home service and in special case we can provide Doctors consultation also. If you want further details please feel free to contact us.

Thank you.

Rudev clinic,
Banjara road,
Hyderabad.

5th oct 2024

2. Asking for a Raising Salary.

Arjun Pillai

Project Manger

MacTechnology

Banglor

4th oct 2024

Subject: Increment in Salary.

Dear Sir, I hope this email finds you well. I am writing to formally request a review of my current salary. I have thoroughly enjoyed working at MacTechnology for the past Three years and I am proud of the contributions I have made to our team. Over the past three years, I have taken on additional responsibilities, including HR work. These efforts have resulted in positive outcomes, such as increased sales and get financially profitable. Given these contributions, I believe it is appropriate to discuss an adjustment to my salary.

Thank you for considering my request. I am open to discussing this further at your earliest convenience.

Sincerely,

Aakash.

3 Resignation Email

Branch Manager,

MaxIt.

Pune.

5TH oct 2024

Subject: Resignation from position of the QA Assistant

Respected Sir,

Greetings of the day. I am writing to formally resign from my position as QA Assistant at MaxIT. Effective on 20th oct 2024.

I have recently been offered a new job opportunity that aligns with my long-term career goals, and after careful consideration, I have decided to accept it. While I am excited about the next chapter in my career, I am also deeply grateful for the opportunities, experiences, and mentorship I have received at MaxIt.

Sincerely,

Aashish Batra.

4. Reminder email

Hardik Patel,

HR Manager,

Gic Event pvt ltd.

5th oct 2024

Subject: Reminder of the Birthday party.

Dear Hardik,

As per our last conversation my event date is closer. I am writing to remind you about catering service and decoration. End of this week I want a finalize food menu and decoration part.

Looking for your response. Your prompt attention to this matter would be greatly appreciated.

Thank you for your cooperation.

Thank you,

Anjna Patil.

5. Email of Inquiry for the requesting Information.

HR Manager,
Sai Krishna Hospital,
Baroda, Gujrat.

Subject: Inquiry about Health Services that you provide.

Respected Sir,
I hope this message finds you well. I am writing you inquire about health services that provided by your hospital. I am particular interested in CathLab. Please provide me detailed information about CathLab like premises area, Machine brand, lab staff etc.

Sincerely
Mahesh Verma.
Medilink Hospital.