

Soft-Skills Assignment

E-mail writing

1. Email of Resignation:

Subject: Resignation from My Position

Dear XYZ,

I am writing to formally resign from my position as Front-End Developer at ABC, effective till 31 January 2026 in accordance with my notice period.

I sincerely appreciate the opportunities for learning and professional growth that I have received during my time here. Working with the team has been a valuable experience, and I am grateful for your guidance and support.

I will ensure a smooth transition of my responsibilities and I am happy to assist with handover during my remaining time.

Thank you once again for the support and encouragement. I wish the bright future of the organization.

Yours sincerely,
Rushi Pathak
12345
6789012345

2. Asking for a Raise in Salary:

Subject: Request for Salary Review

Dear XYZ,

I hope this message finds you well. I would like to respectfully request a review of my current salary based on my contributions, performance, and increased responsibilities over time.

Over the past year, I have consistently met my targets and taken on additional responsibilities that have contributed positively to the team and company. I believe my efforts and results matches with the expectations of my role.

I would appreciate the opportunity to discuss this further at a convenient time. Thank you for considering my request.

Yours sincerely,
Rushi Pathak
Front-end Developer
Development Department

3. Thank you Email

Subject: Thank You

Dear Poonam,

I would like to express my sincere thanks for your support and assistance. I truly appreciate the time and effort you took to help me, and it made a meaningful difference in my task.

Thank you once again for your cooperation and help. I look forward to working with you in the future.

Kind regards,
Rushi Pathak

4. Email to your Boss about a Problem (Requesting Help):

Subject: Request for Assistance Regarding outdated software in computers.

Dear XYZ,

I hope you are doing well. I would like to bring to your attention an issue I am currently facing related to outdated software. Despite my efforts to resolve it by updating the patch there is no change as the hardware of my computer is not compatible with the new software, I request your attention to this matter as many of the other employees might get affected as well due to the same issue.

I would appreciate your support on how best to proceed. Please let me know a suitable time to discuss this further.

Thank you for your time and understanding.

Yours sincerely,
Rushi Pathak
Front-end Developer

5. Introduction Email to Client:

Subject: Introduction and Point of Contact

Dear ABC,

I hope this email finds you well. I would like to introduce myself as Rushi Pathak, HR at XYZ. I will be your primary point of contact for Gaming Project.

Please feel free to reach out to me for any assistance or information you may require. I look forward to working with you and building a successful professional relationship.

Kind regards,
Rushi Pathak
HR
XYZ
6789012345