

# *Soft skill assignment set*

## **Module 1. Effective communication**

### ***Topic1 - Thank you Email***

**From:** [vermasandhya4964@gmail.com](mailto:vermasandhya4964@gmail.com)

**To:** [nehalpatel45@gmail.com](mailto:nehalpatel45@gmail.com)

**Subject:** Thank You for your support

Dear nehal,

I hope this message finds you well. I wanted to sincerely thank you for your time, support, guidance.

Your encouragement, effort truly meant a lot to me, and I deeply appreciate your kindness.

Looking forward to staying in touch.

Thank you once again!

Warm regards,  
varma sandhya

### ***Topic 2. Letter of Apology***

**From:** [vermasandhya4964@gmail.com](mailto:vermasandhya4964@gmail.com)

**To:** [vikashpanchal45@gmail.com](mailto:vikashpanchal45@gmail.com)

**Subject:** Apology for delay in work

Dear sir ,

I hope you're doing well. I would like to sincerely apologize for delay in work .

I fully understand that this may have caused inconvenience, and I take complete responsibility for it. Please know that it was not intentional, and I am taking steps to ensure that this does not happen again.

Thank you for your understanding, and I truly appreciate your patience.

Sincerely,

**varma sandhya**

**contact info. 8128611146**

### ***Topic 3.   Reminder Email***

**From:** [vermasandhya4964@gmail.com](mailto:vermasandhya4964@gmail.com)

**To:** [dhruvpatel456@gmail.com](mailto:dhruvpatel456@gmail.com)

**Subject:** Reminder Regarding Assignment Submission

Dear Sir/Madam,

I hope you're well. I just wanted to kindly remind you that I submitted my assignment for module -1 overview of IT industries on 24-07-2025. and I'm awaiting confirmation or feedback.

Please let me know if anything else is needed from my side.

Thank you for your time and support.

Warm regards,

varma sandhya

## ***Topic 4. Resignation Email***

**From:** [vermasandhya4964@gmail.com](mailto:vermasandhya4964@gmail.com)

**To:** [hr@abccompany.com](mailto:hr@abccompany.com)

**Subject:** Resignation Notice

Dear sir ,

I hope you are doing well. I am writing to formally resign from my position as Software Developer at ABC Company, with my last working day being 25 August 2025, as per the notice period.

I truly appreciate the opportunities for growth and the support I've received from the entire team. It has been a pleasure working with such talented individuals, and I value the experience gained here.

Please let me know how I can support the transition during my notice period.

Thank you for everything.

Sincerely,

**Sandhya varma**

sandhyavarma4964@gmail.com | +91 -8128611146

## ***Topic 5. Asking for a Raise in Salary***

**From:** [varmasandhya4964@gmail.com](mailto:varmasandhya4964@gmail.com)

**To:** [rakeshpatel@abccompany.com](mailto:rakeshpatel@abccompany.com)

**Subject:** Request for Salary Revision

Dear sir,

I hope you're doing well. I am writing to request a salary review based on my performance and contribution over the past one year as a Software Developer at ABC Company.

During this period, I have successfully led several key projects, taken on additional responsibilities, and consistently met deadlines. I've also contributed to team mentorship and improved code efficiency across modules.

I kindly request you to consider a salary adjustment in line with my performance and growing responsibilities. I would appreciate the opportunity to discuss this further at your convenience.

Thank you for your time and support.

Warm regards,

**Sandhya varma**