**Name: - Satasiya Krishna.**

**Soft Skill Assignment:**

**Module 1: Effective Communication**

**Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.**

**1. Thank you Email**

Subject: Thank You for Soft skill session

Dear Disha Mam,

Greetings of the day.

I hope you're doing well. This email is to express my sincere gratitude for your recent soft skills session. I found the presentation on communication skills particularly helpful. The examples and communication tips you share will be valuable as I move forward in my career.

The tips you shared about communication, teamwork or time very helpful. I’m sure they will help me in both my work and personal life. I really enjoyed the session and learned a lot from it.

Thank you once again for your time, expertise, and thoughtful guidance. I’m looking forward to applying these learnings in real-life situations and hope to attend more such enriching sessions in the future.

Warm regards,

Yours Faithfully,  
SATASIYA KRISHNA.

**2. Letter of Apology**

**Subject:** Apology for Missing Class

Dear Disha Mam,

Greetings of the day.

I hope you're doing well. I am writing this letter to apology to you for being absent from your class. I was not prepared for the presentation and therefor I bunked your session. I am ashamed of my action and I deeply regret too.

I Promise that I will never repeat it even if I am not prepared and in fact will do my work in advance. I am really sorry and I hope that you will provide me with at least one more chance. I shall be very grateful to you.

Thank you for your understanding and support. I will ensure that I attend all future session regularly.

Warm regards,

Yours Faithfully,  
SATASIYA KRISHNA.

**3. Reminder Email**

**Subject:** Reminder: Holi Celebration at the Office Tomorrow

Dear Mam,

Greetings of the day.

This is a cheerful reminder that our Holi Celebration will be held tomorrow, 21 July 2025 at 10 o’clock, in the Iskcon.

Let’s come together to enjoy the colours, laughter, and festive spirit with music, games, snacks, and lots of fun! Please wear comfortable clothes, and you’re welcome to wear white or light-coloured outfits to enjoy the colours.

Looking forward to celebrating this joyful festival with all of us.

Warm regards,

Yours Faithfully,  
SATASIYA KRISHNA.

**4. Asking for a Raise in Salary**

**Subject:** Request for Salary Revision

Dear Disha Mam,

Greetings of the day.

I hope you are doing well. I would like to take a moment to express my gratitude for the opportunities and support I’ve received during my time here at Tops. Over the past 2 years, I have taken on additional responsibilities.

Considering my performance, growth in responsibilities, and commitment to the team, I would like to respectfully request a review of my current salary.

I would appreciate the chance to discuss this further at a convenient time. Thank you for your time and understanding.

Best regards,

Yours Faithfully,  
SATASIYA KRISHNA.

**5.Resignation Email**

**Subject: Registration confirmed for soft skill session**

**Respected Mam,**

Greetings of the day.

Thank you for registering for the **[Session Title]** scheduled on **[Date]** at **[Time]**. We are excited to have you join us for this session.

**Session Details:**  
**Topic:** [Session Title]  
**Date:** [Date]  
**Time:** [Time]  
**Location / Platform:** [Venue or Online Meeting Link]

If you have any questions or need further assistance, feel free to reach out to us at [Contact Email or Phone Number].

Looking forward to your participation!

Best regards,

Yours Faithfully,  
SATASIYA KRISHNA