

## **SOFTSKILL MODULE- 1**

### **1. Thank You Email**

**To:** [mahesh123gmail.com]  
**From:** [karansolanki@gmail.com]  
**Subject:** Thank You for Your Support

Dear [Recipient's Name],  
I hope this message finds you well.

I am writing to sincerely thank you for your continued support and guidance on the recent project. Your insights and feedback played a key role in its successful completion.

I truly appreciate the time and effort you invested and look forward to more opportunities to work together.

Warm regards,  
**[karan solanki]**  
[+91 7069331693]

### **2. Email of Inquiry for Requesting Information**

**To:** [anand447@gmail.com]  
**From:** [karansolanki@gmail.com]  
**Subject:** Request for Information on Your Services

Dear [anand mehta],  
I hope you are doing well.

I am writing to inquire about the [specific service/product] your company offers. Could you please provide detailed information regarding pricing, features, and the process involved?

We are currently evaluating options and would appreciate receiving the details at your earliest convenience.

Thank you,

Best regards,  
**[karan solanki]**  
[+91 7069331693]

### 3. Reminder Email

**To:** [priyagupta6@gmail.com]  
**From:** [karansolanki@gmail.com]  
**Subject:** Friendly Reminder

Dear [priya ma'am],  
I hope you are doing well.

This is a gentle reminder regarding the [specific task or document], which was scheduled for [mention date]. Kindly let us know if there are any updates or if you need any assistance from our side.

Looking forward to your response.

Warm regards,  
**[karan solanki]**  
[+91 7069331693]

### 4. Quotation Email

**To:** [arjunsharma23@gmail.com]  
**From:** [karansolanki@gmail.com]

Dear [Arjun sir],  
Thank you for your inquiry regarding our service.

Please find attached the detailed quotation based on your requirements. Should you need any modifications or further clarification, feel free to contact me.

We look forward to the opportunity to work with you.

Sincerely,  
**[Karan Solanki]**  
[+91 7069331693]

## 5. Resignation Email

**To:** [manojpatel89@gmail.com.com]

**From:** [karansolanki@gmail.com]

**Subject:** Resignation Notice

Dear [Manoj sir],  
I hope you're well.

Please accept this email as formal notice of my resignation from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from today].

I appreciate the opportunities and support provided during my time here. I am committed to ensuring a smooth transition and will assist in handing over my responsibilities.

Thank you once again for the experience and learning.

Sincerely,

**[Karan Solanki]**

[+91 7069331693]

