

Softskills assignment

1. Thank You Email

Subject – Thank You for the Interview Opportunity for the Software Developer Position.

Dear Sir/Madam,

I am writing to thank you for giving me the opportunity to attend the interview for the Software Developer position on 10 February 2026. I am really grateful for the time you and your team spent speaking with me.

It was a good experience to learn more about your company, the work culture, and the responsibilities of this role. Our discussion helped me understand what skills and qualities are important for this position. I felt comfortable during the interview and appreciated the way everything was explained clearly.

After the interview, I feel even more interested in becoming a part of your organization.

Yours sincerely,
Sorate Nisha

2. Letter of Apology

Subject - Apology for Late Submission of Project Report.

Dear Sir/Madam,

I am writing to apologize for submitting my project report late, which was due on 8 February 2026. I understand the importance of deadlines and I am sorry for the delay.

I have now completed the project and attached the final report for your review. I assure you that I will be more careful in managing my time in the future and will make sure that such delays do not happen again.

I kindly request you to accept my apology and consider my submission. I will make sure this does not happen again.

Thank you for your understanding.

Yours sincerely,
Sorate Nisha

3. Reminder Email

Subject - Reminder for Tomorrow's Project Meeting at 11:00 AM

Dear Sir/Madam,

I am writing this email to remind you about the project discussion meeting which was scheduled for tomorrow at 11:00 AM. I just wanted to confirm from my side that the timing is same and there are no changes in the schedule.

As this meeting is important for our project progress, I want to make sure that everything is properly planned. We have prepared the required points and documents for discussion. If someone is not comfortable on this time please let me know in advance.

so this is just a small reminder from my side. Kindly confirm the meeting timing whenever you are free.

Thank you for your time and guidance. I am looking forward to the meeting.

Yours sincerely,
Sorate Nisha

4. Resignation Email

Subject - Resignation Letter from Junior Executive Position

Dear Sir/Madam,

I am writing this email to inform you that I want to resign from my position of Junior Executive at ABC Company. My last working day will be 12 February 2026. I will complete my notice period as per company rules.

This decision was not easy for me. I learned many things while working here. I am thankful to you and my team members for helping and supporting me during my time in the company.

During my notice period, I will complete my pending work and hand over my duties properly so that there is no problem after I leave.

Thank you for giving me this opportunity. I am grateful for the experience.

Yours sincerely,
Sorate Nisha

5. Asking for a Raise in Salary

Subject - Request for Salary Increase Based on My Work Performance

Dear Sir/Madam,

I am writing this email to request a salary increase. I have been working in this company for the past one year and during this time I have tried to give my best in all the tasks given to me. I always complete my work on time and try to maintain good quality in my work.

In the last few months, I have also taken some extra responsibilities and supported my team whenever needed. I have learned many new skills and improved my performance. I kindly request you to review my salary. I believe this will motivate me to work even harder and contribute more to the company. I would be thankful if you could consider my request.

Thank you for your time and understanding.

Yours sincerely,
Sorata Nisha