

INSTITUTE :- TOPS TECHNOLOGIES (BARODA)

NAME :- SRUJAL SOLANKI M

COURSE :- SOFTSKILLS 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

Dear Riteshsir ,

I hope this email finds you well. I am writing to sincerely thank you for your help, support, or kindness. It truly means a lot to me, and I deeply appreciate your time and effort.

Please let me know if there’s anything I can do to return the favor.

Thank you once again!

Warm regards,  
Srujal Solanki

1. Letter of Apology

Subject: Apology Letter

Dear Ritesh sir,

I hope you are doing well. I am writing to sincerely apologize for state the reason for the apology, my mistake. I deeply regret any inconvenience or trouble caused by my actions.

Please know that I am taking steps to ensure this does not happen again in the future. I truly value your understanding and support.

Once again, I am sorry and hope you will forgive me.

Warm regards,  
Srujal solanki

1. Reminder Email

**Subject:** Friendly Reminder

Dear Ritesh sir,

I hope this email finds you well. I just wanted to remind you about the upcoming meeting class on 2-FAB-2025.

Please let me know if you need any assistance or further details regarding this. I look forward to your response.

Thank you for your attention!

Warm regards,  
Srujal solanki

1. Quotation Email

**Subject:** Quotation for Web Development Services

Dear Amit singh,

I hope this email finds you well. Please find below the quotation for Web Development Services:

Web Development Services  
Custom website design and development  
Price: 200000  
Delivery Timeline: 2 weeks from the date of approval  
Payment Terms: 50% advance, balance on completion

If you have any questions or need further clarification, please feel free to contact me. I look forward to your approval to proceed further.

Thank you for considering us for your needs.

Warm regards,  
srujal solanki  
production team   
brainybeam pvt ltd  
info@brainbream.com

1. Email of Inquiry for Requesting Information

Subject: Inquiry About Web Development Services

Dear google ,

I hope you are doing well. I am reaching out to inquire about the web development services offered by your company.

We are looking to develop a website for purpose our e-commerce store. Could you please share the following details:

1. Pricing packages for web development.
2. Estimated timeline for project completion.
3. Additional services included, such as SEO, maintenance, or hosting.
4. Any previous work samples or portfolio for reference.

Please let me know if you require further information from my side to provide a detailed quotation. I look forward to hearing from you soon.

Thank you for your time and assistance.

Warm regards,

srujal solanki  
production team   
brainybeam pvt ltd

6.Email Asking for a Status Update

Subject: Request for Status Update on Web Development Project

Dear brainy beam pvt ltd,

I hope you are doing well. I am writing to kindly request a status update on the web development project for e-commerce website.

Could you please provide me with the latest progress details, including:

1. Current stage of development.
2. Any pending tasks or milestones.
3. Estimated timeline for completion.

If there are any issues or additional information required from my side, please let me know. I appreciate your effort and look forward to your update.

Thank you for your time and support.

Warm regards,

Amit pathak  
info@google.com

7.Asking for a Raise in Salary

Subject**:** Request for Salary Increment

Dear vinit patel,

I hope you are doing well. I am writing to kindly request a review of my current salary based on my contributions and achievements during my time with the company as a web developer.

Over the past two years, I have worked diligently to deliver quality results and contribute to the success of our team. Some highlights of my contributions include:

Team Achievements:

* + Being part of the "Team of the Year" for our exceptional collaboration and success in achieving project milestones.

Successful Projects:

* + Development of [mention a specific project, the highest-rated product on the platform, which has received excellent feedback from users and significantly boosted client satisfaction.

Problem-Solving Skills:

* + Resolving real-time issues efficiently, ensuring minimal downtime and maintaining smooth operations for critical projects.

Dedication to Growth:

* + Consistently upgrading my skills to keep up with industry trends and applying innovative solutions to improve project outcomes.

Considering these accomplishments and my consistent dedication to the company's growth, I believe a salary increment would be a fair recognition of my contributions. I am confident that this adjustment will further motivate me to deliver my best in the future.

Thank you for your time and understanding. I would be happy to discuss this further at your convenience.

Warm regards,  
srujal solanki   
jr.web developer   
srujalsolanki987@gmail.com

8. Email to Your Boss About a Problem (Requesting Help)

Subject**:** Request for Assistance with Funding Delay for Web Development Project

Dear Sanjay mishra,

I hope you are doing well. I am writing to bring to your attention the delay in funding for our ongoing web development project, which is causing significant challenges in meeting deadlines and maintaining progress.

The funding delay has affected resource allocation, project timeline, or the ability to purchase necessary tools and software As a result, it is becoming difficult to continue the project as planned, and the team is facing difficulties in moving forward effectively.

I kindly request your assistance in resolving this issue by expediting the funding process or providing any guidance on how we can address this delay. Your support would be highly appreciated in ensuring the project stays on track.

Please let me know if any additional details are needed from my side.

Thank you for your understanding and attention to this matter.

Warm regards,  
srujal solanki

Production manager   
srujalsolanki987@gmail.com

9. Resignation Email

Subject: Resignation from Junior Web Developer Position

Dear vinit patel,

I hope you are doing well. I am writing to formally resign from my position as Junior Web Developer at brainy bean pvt ltd.

This decision has not been easy, but after careful consideration, I have decided to pursue another opportunity where the salary and growth prospects align better with my career goals. I have been offered a position at another company, and they are providing a more competitive salary, which I believe is a better fit for my current needs and future plans.

I am grateful for the opportunity to work with brainy beam pvt ltd and appreciate the experience and knowledge I have gained during my time here. I have enjoyed being part of the team and contributing to the projects.

Please let me know if there are any formalities I need to complete during my notice period. I will ensure a smooth handover of my responsibilities.

Thank you for your understanding, and I wish the team and the company continued success.

Warm regards,  
Srujal solanki

10. Introduction Email to Client

Subject: Introduction to Our Web Development Services

Dear vatsal hathila,

I hope you are doing well. My name is Srujal solanki , and I am product promotion team member at brainy beam pvt ltd, a leading web development company specializing in creating customized, user-friendly websites that meet your business goals.

We offer a wide range of services, including:

1. Custom website development
2. E-commerce solutions
3. Content management systems
4. Responsive web design
5. SEO and digital marketing

Our team of skilled developers and designers is dedicated to delivering high-quality, scalable, and secure web solutions tailored to your specific needs. We believe in building long-term relationships with our clients, ensuring that we are always available to support and improve your online presence.

I would love the opportunity to discuss how we can help you achieve your business objectives through effective web development. Please feel free to reach out to me if you have any questions or would like to explore our services in more detail.

Looking forward to hearing from you!

Best regards,

srujal solanki

Production manager   
[srujalsolanki987@gmail.com](mailto:srujalsolanki987@gmail.com)