**ASSIGNMENT- 1**

**SOFT SKILLS**

**1.** **THNK YOU MAIL**

Thank You for Your Time and efforts

Dear Namrata,

I hope you’re having a great day. I wanted to take a moment to express my sincere gratitude for meeting with me on 01/01/2024 to discuss market analysis. It was a pleasure connecting and learning more about your perspective on market analysis.

Our discussion was incredibly efforts , and I truly appreciate your advice on candels topic. Your expertise in barchat provided me with valuable takeaways, and I am excited to explore how we can apply these ideas moving forward.

I believe there are great opportunities for collaboration between techno lab and Arvind technos. and I look forward to continuing the conversation. Please let me know if there are any next steps you’d like me to take.

Once again, thank you for your time and valuable insights. I appreciate the opportunity to work together and look forward to staying in touch.

Best regards,  
 JUHI

**2.** **LETTER OF APOLOGY:**

**Subject:** Apologies for My lateness

Dear jyoti,

I sincerely apologize for being late to meeting on 07/08/2024. I understand that punctuality is important, and I regret any inconvenience my tardiness may have caused.

Unfortunately I was stuck in the havy traffic, but I take full responsibility for not planning better to ensure my arrival on time. I value our time together and will take steps to ensure that this does not happen again in the future.

I truly appreciate your patience and understanding, and I hope this has not caused too much disruption. Please let me know if there’s anything I can do to make up for the inconvenience.

Once again, I apologize, and I greatly appreciate your time and consideration.

Best regards,  
 juhi

**3.** **Quotation Email:**

**subject:** Quotation for Bulk Order – kanji Vastra

Dear mahi,

Thank you for your interest in our products. As per your request, please find below the quotation for your bulk order.

· **Items Ordered:** kanji Vastra

· **Quantity:** 1200

· **Unit Price:** 100 per Unit

· **Discount Applied:** 15% discounts

· **Total Cost:** 102000

· **Delivery Schedule:** 4 to 5 working days

· **Payment Terms:** 50% advance payment

Please find the attached detailed quotation for your reference. If you have any specific requirements or need adjustments, feel free to reach out.

We appreciate your business and look forward to serving you.

Best regards,  
 Juhi  
 Radhe Krishna creation  
 +917790769353

**4.** **Resignation Email:**

**Subject: Resignation Notice**

**Dear dhruvi,**

I am writing to formally resign from my position as project manager at Techno Lab, with my last working day being 6-6-2024. Due to personal reasons, I have made the difficult decision to step away from my role to focus on family matters.

Working at Techno Lab has been a wonderful experience, and I am truly grateful for the support, knowledge, and opportunities I have gained. I sincerely appreciate the trust and encouragement you and the team have given me throughout my time here.

I will do my best to ensure a smooth transition by completing my remaining tasks and assisting in any necessary handovers. Please let me know how I can help in the process.

Thank you once again for your understanding and support. I hope to keep in touch and wish the company continued success.

Best regards,  
 Juhi

**5.** **Reminder Email:**

**Subject: Friendly Reminder: Payment Due for Invoice Number:-06**

Dear hina,

I hope you’re doing well. This is a friendly reminder that the payment for invoice number:-06 issued on invoice date:-5-3-2025 is due on due date:-16-3-2025. As of today, we haven’t received the payment, and we wanted to check if everything is in order on your end.

For your convenience, I have attached a copy of the invoice. The total amount due is 15000, and the payment can be made via Google pay or credit card. If the payment has already been processed, please disregard this message.

If there are any issues or concerns regarding the payment, please don’t hesitate to reach out. We would be happy to assist in any way.

We appreciate your prompt attention to this matter and look forward to your confirmation. Thank you for your cooperation!

Best regards,  
 Juhi  
 Techno Lab Pvt. Ltd  
 +917790769353