

Soft Skill Assignment Module

❖ Thank you email

Subject: Thank You for Your Valuable support

Dear Mr. pathak,

I would like to sincerely thank you for your continuous support and guidance throughout the Doctor-Client Management System. Your expertise, suggestions, and encouragement were crucial in helping our team stay focused and achieve our goals efficiently.

It was truly a pleasure to work under your direction. I learned a great deal during the process, and your leadership made a significant impact on both my personal and professional growth.

Thank you once again for your time and assistance. I look forward to future opportunities to collaborate with you.

Warm regards,
Vaibhav vaghela

Soft Skill Assignment

❖ Letter of Apology

Subject: Apology for Missed

Submission Deadline Dear Ms. Kapoor,
I am writing to express my sincere apologies for missing the submission deadline for the final report. I understand the importance of adhering to timelines and recognize that the delay may have caused inconvenience. The issue was due to an unexpected technical problem that occurred just before the final upload.

I take full responsibility for the delay and assure you that steps have been taken to prevent such incidents in the future, including additional backup procedures and early reviews. The report has now been submitted and is ready for your review.

I truly appreciate your understanding and patience in this matter. Thank you for your continued support

Warm regards,
Vaibhav vaghela

Soft Skill Assignment

❖ Email of Inquiry for Requesting Information

Subject: Inquiry Regarding Corporate Wellness Program

Dear Ms. Sharma,

I hope you're doing well. My name is Vaibhav vaghela, and I'm reaching out to learn more about your Corporate Wellness Program. Our organization is exploring options to support employee health and engagement, and your services came highly recommended.

Could you please provide additional details on:

- Program structure and duration
- Pricing for small teams (under 50 members)
- Customization options available for different departments

If you have brochures or online materials, kindly share them. I'd be glad to schedule a brief call to discuss this further.

Thank you for your time, and I look forward to hearing from you.

Best regards,
Vaibhav vaghela

Soft Skill Assignment

❖ Asking for a Raise in Salary

Subject: Request for Salary Review

Dear Mr. Mehra,

I hope you're doing well. I'm writing to request a review of my salary in light of my ongoing contributions as a **JAVA Developer** with the team.

In the past year, I've successfully led multiple develop projects, introduced a new branding strategy that increased user engagement by 30%, and consistently met tight deadlines while maintaining creative quality.

I'm proud of the work I've done and remain enthusiastic about contributing to the company's continued success. I would appreciate the opportunity to discuss a salary adjustment that reflects my performance and responsibilities.

Please let me know a convenient time to meet. Thank you for considering my request.

Best regards,
Vaibhav vaghela
JAVA Developer

Soft Skill Assignment

❖ Email to Boss About a Problem(Requesting Help)

Subject: Seeking Guidance on Project Delay Issue

Dear Ms.Roy,

I wanted to inform you about a delay we are facing with the current project Doctor-Client management system. The client has not yet provided some essential assets, which were scheduled for delivery last week. This delay is beginning to affect our internal development timeline and upcoming milestones.

I would appreciate your guidance on how best to proceed—whether we should reschedule internal tasks or reach out to the client with a revised timeline.

Additionally, if reallocating resources is an option, your input would be valuable in helping us stay on track.

Thank you for your continued support. I look forward to your advice on resolving this efficiently.

Sincerely,
Vaibhav vaghela