

Soft skill assignment

1. Thank You Email

Subject: Thank You for Your Guidance

Dear Mr. Sharma,

I want to thank you for your constant support and guidance during the recent software implementation project. Your advice helped me solve technical challenges on time and deliver the project successfully.

I really appreciate the opportunity to learn from you and grow in my IT career.

Best regards,

Ved Jani

2. Letter of Apology

Subject: Apology for Delay in Report Submission

Dear Ms. Mehta,

I sincerely apologize for the delay in submitting the monthly IT performance report. I faced an unexpected technical issue while generating the data, which caused the delay.

I have now fixed the issue and shared the report with you. I will make sure such a delay does not happen again.

Thank you for your understanding.

Sincerely,

Ved Jani

3. Reminder Email

Subject: Reminder – Pending Approval for IT Request

Dear Mr. Singh,

This is a kind reminder regarding my request for approval of the new software tool (submitted on 12th August). We need this approval to continue the next stage of development.

I would appreciate it if you could review and approve it at your earliest convenience.

Thank you for your attention.

Best regards,

Ved Jani

4. Email Asking for a Status Update

Subject: Request for Status Update on Server Upgrade

Dear Mr. Kumar,

I hope you are doing well. I am writing to ask about the current status of the server upgrade project. As part of the IT team, I need this information to plan the next steps for data migration.

Kindly update me on the progress whenever convenient.

Thank you for your time.

Sincerely,

Ved Jani

5. Resignation Email

Subject: Resignation from IT Analyst Position

Dear Mr. Roy,

Please accept this email as my formal resignation from my position as IT Analyst at APX IT COMPANY , effective from 5th September 2025.

I am very thankful for the opportunities, learning, and support I received here after completing my BCA and MCA. Working with you and the team has been a valuable experience.

I will complete my pending tasks and help in the smooth handover of my responsibilities before my last day.

Thank you once again for your support.

Sincerely, Ved Jani