Name:- Vishvash Limbasiya

Soft Skills

Module 1: Effective Communication

1. Thank You!

**Subject:** Thank You!

Dear Ravi,

I sincerely appreciate guidance Your kindness and effort mean a lot to me, and I’m truly grateful.

Looking forward to staying in touch!

Best regards,  
Vishvash

2. Reminder Email

**Subject:** Friendly Reminder: Birthday Party

Dear Ashok,

I hope you're doing well! Just a quick reminder about Birthday Party on 10/02/2025 at 10:00 PM. Please let me know if you need any assistance or further details.

Looking forward to your update!

Best regards,  
Vishvash

3. . Email Asking for a Status Update

**Subject:** Status Update Request on Mobile Number

Dear Nilesh,

I hope you're doing well! I wanted to check in on the status of Mobile Number and see if there are any updates. Please let me know if there’s anything I can do to assist or if you need any additional information.

Looking forward to your update.

Best regards,  
Vishvash

4. Asking for a Raise in Salary

**Subject:** Request for Salary Discussion

Dear Pal,

I hope you're doing well. I appreciate the opportunities and support I’ve received while working at Relience. Over % years , I have taken on hard work, contributing to [mention impact, e.g., company growth.

Given my contributions and market standards, I would like to request a discussion regarding a salary adjustment. I would appreciate the opportunity to meet at a convenient time to discuss this further.

Please let me know when we can schedule a conversation. Thank you for your time and consideration.

Best regards,  
Vishvash

5.Resignation Email

**Subject:** Resignation Notice

Dear Akash,

I hope you are doing well. I am writing to formally resign from my position as Manager at infinity, effective Last 6 years.

I am truly grateful for the opportunities, support, and experiences I have gained during my time at infinity. It has been a pleasure working with such a great team, and I appreciate all the guidance and collaboration.

I will do my best to ensure a smooth transition before my departure. Please let me know how I can assist during this period.

Thank you again for everything. I look forward to staying in touch.

Best regards,  
Vishvash