

SOFT SKILL ASSINGMENT

TASK – Write professional emails based on the following scenarios.

1. Subject: Apology for Late Submission of Assignment

Dear - ma'am,

I hope this email finds you well. I am writing to sincerely apologize for the delay in submitting my assignment for software testing course. I understand that timely submissions are important, and I regret not adhering to the deadline.

The reason for my late submission is over workload, though I acknowledge that this does not excuse my tardiness. I truly value the opportunity to learn in your course, and I assure you this will not happen again in the future.

If there are any penalties or additional tasks to make up for the late submission, please let me know, and I will take full responsibility for them.

Thank you for your understanding, and I greatly appreciate your time and consideration.

Sincerely,

Name – Rajat Vyas

Course – Software Testing

2. Subject: Introduction

Dear – Sir,

I hope this email find you well. My name is Rajat Vyas and I am a student at TOPS Technology. I am 21 years old.

At TOPS Technology. I focus on learn more about my needs and learn how I can improve my skill.

Please feel free to reach out if you have any question or if you like to schedule a time to chat.

Sincerely,

Name – Rajat Vyas

3. Subject: Request for Status Update on “My Shop” Project

Dear Dhanu KAKA,

I hope this email finds you well. I am reaching out to inquire about the current status of the “My Shop” project. We are keen to stay aligned with the project timeline and would appreciate any updates on progress, recent developments, or any potential roadblocks.

If there are any areas where my assistance is required to ensure the project stays on track, please let me know.

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

Best regards,

Name – Rajat Vyas

Position - QC

4. Subject: Request for Status Update

Dear – Panday ji,

I hope this email finds you well. I am writing to kindly inquire about the current status of last project.

Could you please provide an update on its progress or any next steps required from my end? If there are any challenges or delays, kindly let me know so we can address them accordingly.

I appreciate your time and assistance and look forward to hearing from you soon.

Best regards,

Rajat Vyas

QC - +919664160864

5. Subject: Request for Salary Review

Dear XXXXX,

I hope you're doing well. I am writing to request a review of my current salary. Over the past 20000, I have taken on additional responsibilities and contributed significantly to projects which I believe have positively impacted the team's success.

I am confident that my efforts, combined with the skills and expertise I bring to the role, warrant a discussion about an adjustment to my compensation. I would appreciate the opportunity to meet and discuss this further at your earliest convenience.

Thank you for considering my request. I look forward to your feedback.

Best regards,

Rajat Vyas

QC +91 9664160864