


Soft Skill Assignment

1. Thank You Email

From	pathanyusuf8758@gmail.com	▼
To	 abc@gmail.com	▼
Thank You for the Salary Increment		
<p>Dear Sir/Ma'am,</p> <p>I am writing to sincerely thank you for the recent salary increment. I truly appreciate the recognition of my efforts and the trust you've placed in me.</p> <p>This gesture has motivated me even more to continue contributing with dedication and to strive for excellence in my role. I am grateful for the support and encouragement you've provided.</p> <p>Thank you once again for this opportunity and your continued guidance.</p> <p>Respectfully, Yusuf Khan</p>		

2. Letter of Apology

From pathanyusuf8758@gmail.com



To



abc@gmail.com



Apology for uninformed leave

Dear Sir/Ma'am,

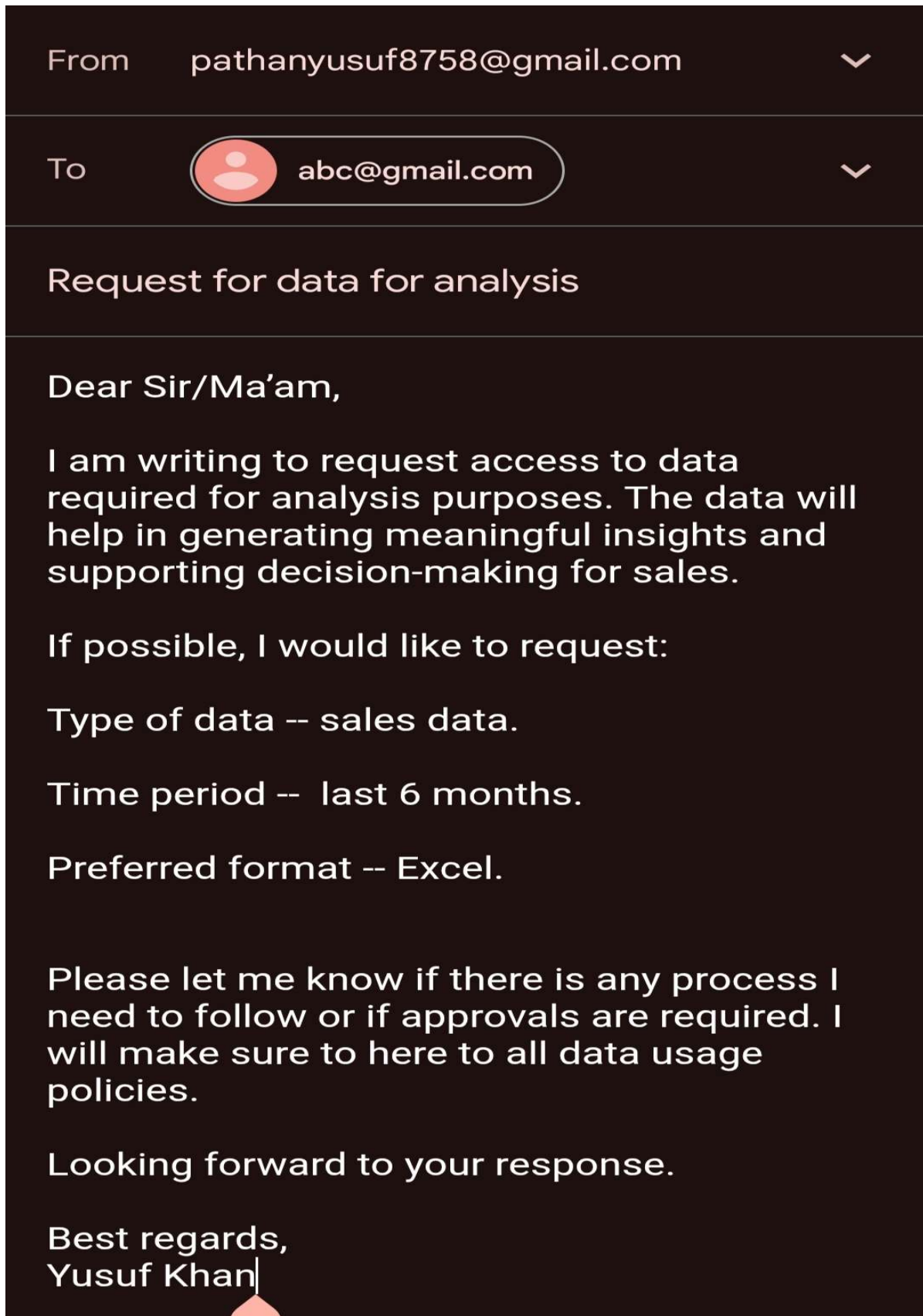
I sincerely apologize for taking leave without prior intimation. I understand that my absence may have caused inconvenience to the team and disrupted the workflow, and I take full responsibility for that.

Due to unforeseen personal circumstances, I was unable to inform you in advance. However, I assure you that I will take the necessary steps to ensure this doesn't happen again in the future.

Thank you for your understanding and support. I truly regret the situation and request your kind consideration.

Respectfully,
Yusuf Khan

3. Email of Inquiry for Requesting Information



4. Asking for a Raise in Salary

5.

From pathanyusuf8758@gmail.com



To  abc@gmail.com



Request for raised salary

Dear Sir/Ma'am,

I am writing to formally request a review of my current salary. Over the past [duration], I have consistently taken on additional responsibilities and worked diligently to contribute to the team's success. I believe my efforts and performance reflect a strong commitment to the company's goals.

I would be grateful for the opportunity to discuss the possibility of a salary adjustment that aligns with my contributions and the value I bring to the team.

Please let me know a suitable time to speak further about this.

Thank you for your time and consideration.

Sincerely,
Yusuf Khan

6. Resignation Email

From pathanyusuf8758@gmail.com



To



abc@gmail.com



Resignation Notice

Dear Sir/Ma'am,

I am writing to formally resign from my position at [Company Name], effective [Last Working Date, typically two weeks from the date of email, or as per your notice period].

This decision was not easy and took a lot of consideration. However, after careful thought, I have decided to pursue a new direction in my career. I am truly grateful for the opportunities and experiences I have had while working with you and the entire team. Your guidance and support have played a valuable role in my professional growth.

I will do my best to ensure a smooth handover of my responsibilities during the notice period. Please let me know how I can assist in the transition.

Thank you once again for everything.

Warm regards,
Yusuf Khan |