

Soft Skills

Assingment 1

1. Thank you Email

To : gunjanchahuhan@gmail.com

From: yuvraj5275@gmail.com

Subject : Thank you

Date : 12th march 2025

Dear Ma'am,

Thank you so much for taking the time to attend our Fabulous Holi Event. We hope you enjoyed your time and we truly appreciate your support.

We look forward to seeing you again soon.

Warm Regards ,

Yuvrajsinh zala.

2. Reminder Email

To : pushparaj@gmail.com

From: yuvrajsinhzala@gmail.com

Subject : Reminder

Date : 12th march 2025.

Hello Dhruv,

This is a friendly reminder about our meeting on 18 march at 5 pm. I have attached a copy of all details regarding the meeting too.

Regards,

yuvrajsinh zala

3. Raise in Salary Email

To ,

Jigar parmar,

HR manager,

Flipcode Solution,

Surendranagar,India.

Date: 14th march 2025

Subject: Raise in Salary

Respected Sir,

I would like to bring to your notice that I have completed one year in your company as Senior Graphic Designer. As per the decided norms between us at the time of joining, I would like to request you for a 20 percent hike on my existing salary. I shall be highly grateful to you in doing so.

Thanks and Regards,

Yuvrajsinh zala

Sr. Graphic Designer.

4. Resignation Email

To : kavan@gmail.com

From: yuvrajsinhzala@gmail.com

Subject : Resignation

Date : 12th march 2025.

Dear Sir,

I am writing to formally notify you that I am resigning from my position as Administrative Assistant with Acme Company, My last day of employment will be January 14, as per the responsibilities under the terms of my employment contract.

I appreciate the opportunities I have been given at Acme and your professional guidance and support. I wish you and the company success in the future.

Yours sincerely,

Yuvrajsinh zala.

5. Introduction Email to Client

To : kavan@gmail.com

From: yuvrajsinhzala@gmail.com

Subject : introduction to client

Date : 12th march 2025.

Hi kavan,

Nice to e-meet you too!

I'm Pranav. I'll be your Customer Success Manager henceforth. I'm really looking forward to working with you. You can use this link to book a call with if you have anything to discuss or even for just a general transition/touch base with me: <https://calendly.com/yuvraj/>

And of course, feel free to reach out to me via email with anything that comes up in the meantime.

Warm regards,

Yuvrajsinh zala

Customer Success Manager.