Email 1

To : [Ashish.dhar@espire.com](mailto:Ashish.dhar@espire.com)

Cc :

Subject: Need more clarification about the project role assigned

Hi Ashish,

Thank you for allocate me a very important project in my field. I have understood many concepts but still, I would need few more information about this project, Could you give me some more details about the project. It will be very helpful for me to immensely understand and unite the concepts. Will be looking forward for the response.

Regards

Govind Sharma

Software Engineer

Email 2

To : [Ashish.dhar@espire.com](mailto:Ashish.dhar@espire.com)

Cc :

Subject : Project Deadline

Hi Ashish,

I am writing to let you know that I will not be able to complete the assignment you assigned in time to meet your deadline. I do understand how important this assignment is to you, and I know that you stressed how critical it was to stick the deadline.

Two days ago, I was taken ill unexpectedly, and had to go to hospital. Once discharged, I was ordered to rest for two days, and I have only today been well enough to contact you to let you know about this situation.

In view of these circumstances, would it be possible to grant me an extension, so that I can complete the assignment. I have already completed 80% of the work, and an extension of 2-3 days is all that I needed to finalise everything and check it through.

Once again, I apologise for the delay and promise to deliver the assignment as soon as possible.

Regards

Govind Sharma

Software Engineer

Email 3

To : [Ashish.dhar@espire.com](mailto:Ashish.dhar@espire.com)

Cc :

Subject : Thank you for appreciating the work

I’m honoured that you took the time to thank me for my work efforts. However, being a dependable and productive worker is a goal which I strive always. Doing the unexpected project taught me how to sharpen my time management skills and juggle work tasks effectively.

Once again thank you for your appreciation.

Regards

Govind Sharma

Software Engineer

Email 4

To : [Ashish.dhar@espire.com](mailto:Ashish.dhar@espire.com)

Cc :

Subject : Resuming Office

Hi Ashish,

I hope you’re doing well. As you know I have been on vacation in Australia for the past one week.

I plan to come back to work on Monday October 12. I apologize for inconvenience this might bring, but please let me Know if you need anything further from me.

Regards

Govind Sharma

Software Engineer