This is today’s assignment on email & I would request all of you to finish before 3:00pm as I will check them after 3:00pm through teams meeting.

1. **You have to start working on an assignment/case study/project. But you have not understood everything. You need some more clarifications. How will you write to the facilitator/manager/client?**
2. **You were not able to meet your deadline/deliverable of your assignment or case study. Facilitator/Manager/Client is very upset about it and has written you an angry mail. How will you respond?**
3. **You have done a great job on the case study/assignment/project. Facilitator/Manager/Client is very happy and has written an appreciation mail to the entire team, senior management. How will you respond?**
4. **You have come back after a leave and want to communicate this to the trainer/reporting manager/client.**

**Email 1**

To: Ashish Dhar

Cc- Anupam Sharma

Sub: - Clarification about case study.

Body:

The document “Case Study” was very helpful in understanding the project. I have a few questions on the same. So before I start testing on the project, it would be great if we could schedule a working session to clarify the same.

Kindly let me know your availability & I will schedule the same.

Thanks in advance,

Signature: Aman Sahu (Software Engineer)

Aman.Sahu@espire.com

**Email 2**

To: Andleeb Nemat

Cc- Ashish Dhar,Anupam Sharma

Sub: - Apologize for inconvenience

Body:

Hello Andleeb,

Sorry for this inconvenience, I and my team apologizing for this delay,

there are some technical Faults those are effected in our services, but now it absolutely Working Fine.

We are trying It will not happen again in future.

Signature: Aman Sahu (Software Engineer)

Aman.Sahu@espire.com

**Email 3**

To: Ashish Dhar

Cc- Anupam Sharma

Sub: RE Thank you

Body:

Hello Ashish,

I would like to thank you for the invaluable support you provided to me during my Case Study,

When I began this search, I had very little idea how to go about it but you always support on that, so now I did by myself.

I am happy to report that I have done a case study again, thank you so very much. I greatly appreciate your generosity.

Signature: Aman Sahu (Software Engineer)

Aman.Sahu@espire.com

**Email 4**

To:Ashish Dhar

Cc- Anupam Sharma

Sub: Resumed to Work

Body:

Hello Ashish,

I hope you’re well. As you know, I was on vacation in my Home Town for the past two weeks. So now I am looking forward to get resumed up to speed with a renewed sense of energy and enthusiasm.

Signature: Aman Sahu (Software Engineer)

Aman.Sahu@espire.com