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: - Concern to Ensure about   a Case Study.

Body:

Hello Ashish,

Yesterday I just take a Quick Review on Case Study, But I am not understanding very well.

So Please, can you Share some more Details Related to Case Study, it Helps me to more Understandable.

The Entire Case Report Mention Below to Attachment Part.

I look Forward to Receiving the Requested Information.

Signature: Aman Sahu (Software Engineer)

Aman.Sahu@espire.com

**Email 2**

To: Andleeb Nemat

Cc- Ashish Dhar,Anupam Sharma

Sub: - Apologize for inconvenience Experience

Body:

Hello Andleeb,

Sorry for this Inconvenience, Our Team will be apologizing for this negative experience,

There are some Technical Faults raised 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:Thankyou Letter

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. The information and advice you gave (in particular, the list of contacts you shared with me) made all the difference in helping me to focus my job.

I’m 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: Return 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. The time off from work has been very relaxing, and it’s been nice spending time with family. So now I have decided to come back to work this Monday. I’m looking forward to getting back up to speed with a renewed sense of energy and enthusiasm.

Signature: Aman Sahu (Software Engineer)

Aman.Sahu@espire.com