**Email 1-**

To: Pankaj Kumar

Cc: Saurabh Pant

Sub: Require More Documents on Case Study

Body:

Hi Pankaj,

Today we all got some assignments and case study to work out alongside the Bootcamp and to implement the tools we learn in bootcamp to case study.

While I understood most of it but I still have some doubts and need some more insights on the case.

Can you please conduct one more session for case study. It will be very helpful.

Signature:

Regards

Aditya Vijay Singh

Software Engineer

Aditya.singh@espire.com

**Email 2**

To: Pankaj Kumar

Cc: Saurabh Pant

Sub: Missing the deadline of Case Study

Body:

Hello Pankaj,

I regret that I missed my deadline for the case study. The case study was on time until I got an error while referencing the database with each other and it took me nearly two days to resolve the error as I was not able to find the root cause of the error. I know this is something which is not acceptable and this will never happen again.

Next time I will always be on time/ahead of the deadline.

Signature:

Thanks

Aditya Vijay Singh

Software Engineer

Aditya.singh@espire.com

**Email 3**

To: Pankaj Kumar

Cc: Lipi Mishra Anuj Srivastava Hr Department

Sub: Thank You for appreciation

Body:

Hi Pankaj,

Thank You for appreciating me and my team. Getting appreciated by project manager and senior management always feels good and motivates us to do more hard work. Me and my team really are blessed to work under your guidance.

Signature:

Regards

Aditya Vijay Singh

Software Engineer

Aditya.singh@espire.com

**You have come back after a leave and want to communicate this to the trainer/reporting manager/client.**

**Email 4**

To: Pankaj Kumar

Cc: Lipi Mishra

Sub: Available for Work

Body: Hi Pankaj,

I am writing this mail to tell you that I’m back from leave and available for work/training from this day forward. It’s always good to spend some time with parents and now I’m back and eager to get started on projects/trainings.

Signature:

Regards

Aditya Vijay Singh

Software Engineer

Aditya.singh@espire.com