1. Project Deadline

Subject: Request for leave on 15 May 2024.

Hi Ankit,

As decided in the previous meeting with HCL Technologies, the delivery date for the upgrading the software program was fixed on 15th of May ,2024 (Wednesday). However, due to unforeseen personal circumstance, I will not be able to attend the office on that day. My Father has been diagnosed with Heart condition and it is urgent that we consult a doctor immediately. Unfortunately, the appointment date falls on the same day that is (15th May 2024).

I am aware that the delivery of the Upgraded software is extremely important and my presence during is necessary, so with your due permission I would like to request the team from HCL Technologies for a preponement of the delivery date different working days.

I would be thankful if you kindly grant me this leave. I regret the inconvenience caused.

Thanking you

Regards,

Mohd Nazim Ansari

Senior Programmer

A blue text on a black background

Description automatically generated

1. Work Load

Subject: Request for reallocation of tasks

Hi Neetu,

I hope this message finds you well, I am currently working on two different projects together that required knowledge on two different types of technologies. I am reaching out to you as the current volume of work is quite overwhelming for me.

As I am new to full stack technology, it is becoming difficult for me to gathering knowledge and then implementing it. As the result, I am unable to maintain the high standard of work. It also seems difficult for me to find a work life balance which in turn is adding to my mental and physical health.

I have already reached out to my seniors in the team, but they are also unable to take time out to help me as they are already caught with their own tasks.

It would be helpful to me if you could allocate some of the work assigned to me from at least one of my projects to someone else in the team.

Thank you for considering my request.

Regards,

Mohd Nazim Ansari(he/him)

Programmer Analyst Trainee

A blue text on a black background

Description automatically generated

3.Weekly Report

Subject: Gentle Reminder Weekly Report Due Today

Dear Ankit,

I hope this mail finds you well. I wanted to touch with you regarding the weekly report that is due today (04/04/2024). I am aware that the recent escalation on the part of the client has increased the workload for you in the past week and I appreciate you having taken the responsibility to make the required changes.  Your dedication and commitment are truly appreciated.

However, the submission of the weekly reports is equally important as it is a check on how much of the goals we have met in the present week and at the same time it allows us to decide the plan of action for the next week. This ensures that we stay aligned with our goals and maintain effective coordination with other teams.

I hope you will be able to submit the same by EOD. I will be available in case you need any help in compiling the report for the present week.

Regards,

Mohd Nazim Ansari

Team Leader

