

To: [preetisahgal@gmail.com](mailto:preetisahgal@gmail.com)

Subject: Sick leave application

Dear Priti,

With reference to the above subject, I want to bring to your kind attention the fact that I am suffering from critical back pain and my doctor has suggested taking me a rest for five days initially. The doctor also recommended having some medical checks on that.

I am not aware of my future possibilities for leave as the situation is based on how much rest I can take.

I request you to please grant me leave for five days, i.e., from (12/07/2023) to (16/07/2023) for the betterment and speedy recovery of my lower back. Also, let me know if any further clarifications are required regarding the case. I am attaching my medical certificate along with this email.

Thank you. I hope that you will grant me a leave.

Regards

Bhargav Ch

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To: [bhargav.ch100@gmail.com](mailto:bhargav.ch100@gmail.com)

Cc: [preetisahgal@gmail.com](mailto:preetisahgal@gmail.com)

Subject: Regarding updates on Project and work progress.

Hi Bhargav,

I hope this email finds you well. I am writing this mail to provide you with some project updates. Since you recently joined our team, I wanted to provide you with an overview of the progress we have made so far. Here are the key updates:

We have finalized the project's objective by interacting with our client and the manager. Our goal is to develop a web application where users can get feedback about their application.

Our project team now consists of five members, including yourself. We have a diverse set of skills and experience, enabling us to tackle different aspects of the project effectively.

As of today, we have successfully completed user research and requirements gathering. This information has provided valuable insights into our users' needs and expectations, serving as a foundation for the application design. We will be conducting design reviews, seeking feedback from the team to ensure an optimal user experience.

Please feel free to reach out to me or any other team member if you have any questions, suggestions, or concerns.

Regards,

Bhargav Ch