**Email 1**

To: client id

Cc:

Sub: Clarity for Content

Body:

Hello Team,

This is regarding the project discussed.

I received the information regarding the project and am thankful for the same.

I have a few queries and require some clarification for better understanding of the project as it will help avoid any misunderstandings from both the ends and improve the product quality.

Kindly contact through the same source as soon as possible.

Regards,

Signature:

Jyoti Bhardwaj

Software Engineer,

Espire Infolabs

**Email 2**

To: client id

Cc:

Sub: Apology for Delay

Body:

Greetings of the day,

This is the apology for not meeting the deadline and not communicating the reason for the same. I take full responsibility for the underperformance from my end and assure you that it won’t be repeated.

Sincerely,

Signature:

Jyoti Bhardwaj

Software Engineer,

Espire Infolabs

**Email 3**

To: client id

Cc: Software Team

Sub: Reply to Appreciation

Body:

Greetings of the day,

This is in response to the appreciation mail.

We are highly thankful and appreciate the nice words from you for our work. It was a pleasure working with the team and building the product.

Hope to collaborate in future projects as well.

Thanks and Regards,

Signature:

Jyoti Bhardwaj

Manager, Software Development Team

**Email 4**

To: client id

Cc: Manager

Sub: Back to Work

Body:

Greetings of the Day,

This is to inform you that I have joined the office and resumed the work again.

As you were informed that I was on leave for the previous week because of the reasons mentioned in the previous discussions. I would like to communicate that I have joined the office and resumed the work again.

Sincerely,

Signature:

Jyoti Bhardwaj

Software Engineer,

Espire Infolabs