

EMAIL 1-

To: Ashish.dhar@espire.com

CC: anupam.sharma@espire.com

Subject: Request for clarification of project.

Attachment:

Body:

Hi Ashish,

I am sharooq working as software engineer in BU1 department. Thanks to you for giving the data about contextual analysis. I'm not exactly clear on a couple of things and I need to ensure we're in total agreement. I value your definite clarification, in any case, I need your suggestion whether we need to begin working straightforwardly on the backend part or simply the data set as it were.

Thankyou

EMAIL 2-

To: Ashish.dhar@espire.com

CC: lipi.mishra@espire.com

Subject: Apology for delay.

Attachment:

Body:

Hi Ashish,

Sorry for not meeting the deadline. I take full responsibility for the underperformance from my end.

Once again, I apologise for the delay and promise to deliver the project very shortly.

Thankyou

EMAIL 3-

To: Ashish.dhar@espire.com

CC: lipi.mishra@espire.com

Subject: Expressing gratitude for our recent achievement:

Body:

Hi Ashish,

Thank you for your help and direction that you have given. It is an incredible opportunity for growth working with you. This could never have been conceivable without the endeavours' that were put by the entire group.

Thankyou

EMAIL 4

To: Ashish.dhar@espire.com

Cc: lipi.mishra@espire.com

Subject: Reporting to office

Body:

Hello Ashish,

I am writing the mail to let you know that I report to the work from my leave. As we already discussed on our new project. I'll start the work accordingly.