EMAIL 1

To: [Pankaj.kumar@espire.com](mailto:Pankaj.kumar@espire.com)

Cc: [lipi.mishra@espire.com](mailto:lipi.mishra@espire.com)

Subject: Request to provide a detailed overview on the project

Body:

Hello Pankaj,

I am Meghna Sharma and I’m afraid I did not understand what you meant by the case study discussed yesterday on the ongoing project. Could you please provide more details regarding the same? Any additional information would be greatly appreciated.

I appreciate you taking the time to get back to me by the end of the day. Look forward to your response.

Regards,

**Meghna Sharma**

**Software Engineer**

[meghna.sharma@espire.com](mailto:meghna.sharma@espire.com) | Mob: +91-9643673700

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EMAIL 2

To: [Pankaj.kumar@espire.com](mailto:Pankaj.kumar@espire.com)

Cc: [lipi.mishra@espire.com](mailto:lipi.mishra@espire.com)

Subject: Apology for the delay in deadline

Body:

Hello Pankaj,

I am writing this mail to apologize for my current actions and the delay it has caused in meeting the deadline of our project. I take full responsibility of my actions and the inconvenience it has created to the rest of our team members and have apologized to each one of them personally.

I am really sorry for my behaviour and negligence will work on the actions to rectify my mistakes.

Regards,

**Meghna Sharma**

**Software Engineer**

[meghna.sharma@espire.com](mailto:meghna.sharma@espire.com) | Mob: +91-9643673700

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EMAIL 3

To: [Pankaj.kumar@espire.com](mailto:Pankaj.kumar@espire.com)

Cc: [lipi.mishra@espire.com](mailto:lipi.mishra@espire.com)

Subject: Expressing gratitude for our recent achievement

Body:

Hello Pankaj,

I am writing this mail to thank you for your support and guidance that you have provided. It is a great learning experience working with you. This would not have been possible without the efforts that were put by the whole team.

I am reaching to each one of our team members for the management and understanding. Thank you for taking time in reading this mail.

Regards,

**Meghna Sharma**

**Software Engineer**

[meghna.sharma@espire.com](mailto:meghna.sharma@espire.com) | Mob: +91-9643673700

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EMAIL 4

To: [Pankaj.kumar@espire.com](mailto:Pankaj.kumar@espire.com)

Cc: [lipi.mishra@espire.com](mailto:lipi.mishra@espire.com)

Subject: Reporting to office

Body:

Hello Pankaj,

I am writing this mail to inform you that I am back from my leave and will make it up for my absence in the recent days. I will work on the pending assignments and I am ready for work so you can provide me with new responsibilities.

I appreciate you taking the time to get back to me by the end of the day. Look forward to your response.

Regards,

**Meghna Sharma**

**Software Engineer**

[meghna.sharma@espire.com](mailto:meghna.sharma@espire.com) | Mob: +91-9643673700

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