**EMAIL 1-**

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

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

Subject: Request for clarification of project

Attachment:

Body:

Hello Pankaj,

I’m Muskan Kimothi working as a software engineer in BU3 department. Thank you for providing the information about Financial Loan System Project. I’m not quite clear whether we have to start working directly on the backend part or just the database only.

Kindly let me know your availability & I will schedule the same.

Regards

**Muskan Kimothi**

**Software Engineer**

[muskan.kimothi@espire.com](mailto:muskan.kimothi@espire.com) | Mob: +91-8826637546

Espire Infolabs, 486 & 487, Udyog Vihar Phase-III, Gurgaon- 122016

|  |  |
| --- | --- |
| cid:image001.jpg@01D88D3E.2B7EF920 |  |

**EMAIL 2-**

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

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

Subject: Delay of the project

Attachment:

Body:

Hello Pankaj,

I deeply regret the inconvenience caused due to the delay. Please be rest assured that the team is committed to meeting the final timeline.

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

Regards

**Muskan Kimothi**

**Software Engineer**

[muskan.kimothi@espire.com](mailto:muskan.kimothi@espire.com) | Mob: +91-8826637546

Espire Infolabs, 486 & 487, Udyog Vihar Phase-III, Gurgaon- 122016

|  |  |
| --- | --- |
| cid:image001.jpg@01D88D3E.2B7EF920 |  |

**EMAIL 3-**

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

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

Subject: Thank you for appreciation

Body:

Hello Pankaj,

Thanks for your valuable feedback and guidance and I’m extremely happy for receiving your appreciation for my service.  I will definitely maintain the same standards forever.

Once again thank you for recognizing our efforts as a team. Looking forward to having a long-term association with you.

Regards

**Muskan Kimothi**

**Software Engineer**

[muskan.kimothi@espire.com](mailto:muskan.kimothi@espire.com) | Mob: +91-8826637546

Espire Infolabs, 486 & 487, Udyog Vihar Phase-III, Gurgaon- 122016

|  |  |
| --- | --- |
| cid:image001.jpg@01D88D3E.2B7EF920 |  |

**EMAIL 3-**

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

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

Subject: Return to work

Attachment:

Body:

Hello Pankaj,

I’m reaching out to inform you that I have resumed office today and look forward to getting started on the Financial wing loan system.

Thank you for being so understanding during this time.

Regards

**Muskan Kimothi**

**Software Engineer**

[muskan.kimothi@espire.com](mailto:muskan.kimothi@espire.com) | Mob: +91-8826637546

Espire Infolabs, 486 & 487, Udyog Vihar Phase-III, Gurgaon- 122016

|  |  |
| --- | --- |
| cid:image001.jpg@01D88D3E.2B7EF920 |  |