E-mail Etiquette Assignment

1. write an email to HR that you are facing timesheet issue and which will effect in delay of receiving salary. asking them to consider this on priority.

Subject : Timesheet updation issue and it’s effect.

Sir/Madam

My name is Nitin Kumar Gaur batch **XYZ** working as **associate software engineer trainee** and my employee id is **6168**.

Sir from 16 September I am not able to update my timesheet, I don’t know why it is happening I tried all possible way from my side,

but unfortunately still facing same issue and that’s why today unable to update my timesheet.

Sir please help me to out of this so that I can update my timesheet,

Please resolve this issue.

because I know sir this issue will effect my performance graph as well as my salary.

Thanks and Regards

2.write an email to your project lead - updating the status of the project and stuck up in a task where you would require his or any senior support in moving ahead

* To: Neo (PROJECT LEADER)
* CC: The relevant team members email

Subject : Project status update request and technical help

Hi Neo

Today I did some required changes in our project and I request you

please take a look current changes of our project from attachment and

please update status of our project, I mentioned all relevant

changes and can you please do me a favor after completing current changes.

Now I am unable to fetch the API can you please give another key of API.

Please help me stuck up in this problem.

Thanks and Regards

Nitin Kumar Gaur

Id:6168

3.requesting for leave for a week.

To : HR Manager

CC: Head of department

Subject: Request for one week leave.

Sir/Madam

I hope you are well.

I am Nitin kumar gaur associate software engineer trainee

Employee id: 6168

Batch : xyz

I am writing to make a formal request for one week leave from today.

It is very important medical emergency because yesterday I had very bad

bike accident that’s why my legs is not work properly and I feel more pain continuously.

My collegue (name XYZW) will be handling my job responsibilities during the time I will be away.

Apart from that for any question or concerns, please contact me at my work mail, [nitin\_gaur@thbs.com](mailto:nitin_gaur@thbs.com) or my mobile at 7525941348.

I will try to respond as soon as possible.

And it is my humble request to you please approved my leave.

Thanks and Regards

4 write an email about the idea you are sharing with top management on a techtalk conducted every month - share ur idea and number of ppl involved and duration , amount of time u will be spending in preparation for tech talk.

To : Management

Subject : Tech talk and tech idea details

Sir/Madam

My name is Nitin kumar gaur associate software engineer trainee.

Employee id : 6168.

Batch : XYZ

I like to discuss with you about tech talk event.

I have an idea for this month tech talk basically it is a deep learning model idea which detect the “Skin cancer cells with image processing”.

For this idea I will spend almost one month for I idea preparation and I need four member in my team and for implementation I will take 6 to 8 months.

Tech stacks will be Deep learning, Python, image processing, Deep learning models.

Thanks and Regards.