1)You have to start working on an assignment/case study/project. But you have not understood everything. You need some more clarifications. How will you write to the facilitator/manager/client?

To:pankaj.kumar@espire.com

Cc:

Sub: Need some clarification on Project

Body:

Hello Pankaj,

Thank you for assigning the project.

Today I have started working on Canada project. So I have understood most of the concept. But I have some doubt for starting the project. So I want more information about project. I would request you to give one more session about project information. So It becomes easier for me to working on the project.

I will be thankful if you could conduct one more session on the project for clarity

Thanks

Prince Gupta

**You were not able to meet your deadline/deliverable of your assignment or case study. Facilitator/Manager/Client is very upset about it and has written you an angry mail. How will you respond?**

To:pankaj.kumar@espire.com

Cc:

Sub: Missing the project deadline

Body:

Hi Pankaj,

I apologize for missing the deadline of project. I am working on my project but It is not finish on

Time. Bugs are not solved on time. So I miss the deadline of project. Next time I am working hard and submit the project on time.

Thanks

Prince Gupta

**You have done a great job on the case study/assignment/project. Facilitator/Manager/Client is very happy and has written an appreciation mail to the entire team, senior management. How will you respond?**

To:pankaj.kumar@espire.com

Cc:

Sub: Thank you for appreciation

Body:

Hello Pankaj,

I received appreciation from you. Today I reached here with your support. You always give best guidance. Thank you for appreciating me.

Please guide me always

Thanks

Prince Gupta

**You have come back after a leave and want to communicate this to the trainer/reporting manager/client.**

To:lipi.mishra@espire.com

Cc:anuj.srivastav@espire.com

Sub: come back office

Body:

Hi,

I am very well. Today I continue work on my project. I am writing the mail to let you know that I resume the work from my leave. As we already discussed on our project. I'll start the work accordingly.

Please give me a new project

Thanks

Prince Gupta