**SOFT SKILL ASSIGNMENT – 01**

**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 : [reporting.manager@espire.com](mailto:reporting.manager@espire.com)

Cc: [Gurudeo.singh@espire.com](mailto:Gurudeo.singh@espire.com)

Sub: Get more clarification about project(ABC)

Hello Sir/Ma’am,

I hope you are well . I am received your email about project assignment. In project, I have a few doubts.

* Project

So, When you feel please call me or you can do a meeting in teams. Then I will clearly my doubts about projects.

Thanking You.

 Regards

**Rajtirtha Dutta**

Software engineer – BU2

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

**Espire Infolabs Private Limited**

486 & 487, Udyog Vihar Phase-III, Gurgaon- 122016  
Tel: +91-124-7173-243 | [www.espire.com](http://www.espire.com/)

**SEI CMMI level 5 Ver 2.0 Appraised (DEV + SVC)**

**ISO 27001:2013** & **ISO 9001:2008certified**

**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 : [reporting.manager@espire.com](mailto:reporting.manager@espire.com)

Cc: [Gurudeo.singh@espire.com](mailto:Gurudeo.singh@espire.com)

Sub: actions being taken to resolve.

Hello Sir/Ma’am,

I apologize for not being able to complete the task as expected and will make sure I avoid issues like this in future. I would be delivering this week the task now to be completed by this week.

Please let me know if you have any questions or need further information.

Thanking You.

Regards

**Rajtirtha Dutta**

Software engineer – BU2

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

**Espire Infolabs Private Limited**

486 & 487, Udyog Vihar Phase-III, Gurgaon- 122016  
Tel: +91-124-7173-243 | [www.espire.com](http://www.espire.com/)

**SEI CMMI level 5 Ver 2.0 Appraised (DEV + SVC)**

**ISO 27001:2013** & **ISO 9001:2008certified**

**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 : [reporting.manager@espire.com](mailto:reporting.manager@espire.com)

Cc: [Gurudeo.singh@espire.com](mailto:Gurudeo.singh@espire.com)

Sub: Thank you for (list area you are grateful for)

Hello Sir/Mam,

Thank you for your warm words of apprciation.it is heartening to see our hard work and long hours being recognized. I would also like to appreciate our team and my manager to guide me in this project.

Your help with the architect and data modelling which gave us more time to complete the project, and I learned a lot from you.

I appreciate you using your time and expertise to help me and let me develop my skills and complete the task in time.

Thanking you.

Regards

**Rajtirtha Dutta**

Software engineer – BU2

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

**Espire Infolabs Private Limited**

486 & 487, Udyog Vihar Phase-III, Gurgaon- 122016  
Tel: +91-124-7173-243 | [www.espire.com](http://www.espire.com/)

**SEI CMMI level 5 Ver 2.0 Appraised (DEV + SVC)**

**ISO 27001:2013** & **ISO 9001:2008certified**

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

To : [reporting.manager@espire.com](mailto:reporting.manager@espire.com)

Cc: [Gurudeo.singh@espire.com](mailto:Gurudeo.singh@espire.com)

Sub: Requesting for supporting documents – Brciks.com.

Hello Sir/Ma’am,

I have been appointed to give a complete overview of the bricks.com case study. While making reports, I have faced some issues due to missing documents over intranet. It is already blocked and a few sites are already removed due to some security issues. In our office, they have a few documents regarding this but I don’t have access to check them. I am requesting you to give me some supporting documents of brciks.com to fully fill out of my report.

I have already completed my sample paper on bricks.com and to move forward I really need those documents.

Thanking You.

Regards

**Rajtirtha Dutta**

Software engineer – BU2

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

**Espire Infolabs Private Limited**

486 & 487, Udyog Vihar Phase-III, Gurgaon- 122016  
Tel: +91-124-7173-243 | [www.espire.com](http://www.espire.com/)

**SEI CMMI level 5 Ver 2.0 Appraised (DEV + SVC)**

**ISO 27001:2013** & **ISO 9001:2008certified**