**Email 1**

To: ashish.dhar@espire.com

Cc:sanath.sai@espire.com

Sub: Clarification on case study

Body:

Hi Ashish,

This is regarding case study clarifications,

I received the information regarding project. In that I have a few queries and require some clarification for better understanding of the project so it help me in avoid the mistake from my end and it improve the product quality.

Regards,

Sai Teja

Software Engineer,

Espire Infolabs

**Email 2**

To: ashish.dhar@espire.com

Cc: sanath.sai@espire.com

Sub: Apology for Delay

Body:

This is the apology for not meeting the deadline and not communicating the reason for the same.

I take full responsibility for the underperformance from my end please assure my apology that it won’t be repeated.

Sincerely,

Sai Teja

Software Engineer,

Espire Infolabs

**Email 3**

To: ashish.dhar@espire.com

Cc: sanath.sai@espire.com

Sub: Reply to Appreciation

Body:

Greetings of the day,

This is response to the appreciation mail.

We are highly thankful and appreciate the nice words from you for our work. It was a pleasure working with the team and building the product. Hope it will collaborate in future projects as well.

Regards,

Sai Teja

Software Engineer,

Espire Infolabs

**Email 4**

To: ashish.dhar@espire.com

Cc: sanath.sai@espire.com

Sub: Back to Work

Body:

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

Regards,

Sai Teja

Software Engineer,

Espire Infolabs