**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 helps me to avoid the mistake from my end. It is important to deliver the quality work.

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. I take full responsibility for the underperformance from my end.

Please accept my apology. I’ll make sure that It won’t happens again.

Sincerely,

Sai Teja

Software Engineer,

Espire Infolabs

**Email 3**

To: ashish.dhar@espire.com

Cc: sanath.sai@espire.com

Sub: Thanks for the Appreciation

Body:

Hello,

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: Resume the 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