

Scenario 1:

The client needs some changes to the software that you have created for them. You realize that you need more time to make the changes than anticipated initially, and you need an expert to work on some of the coding. Write an email to your manager outlining the need to involve an expert to complete this project. Explain what kind of skills the expert needs to have to help you. The client's name is Sean Campbell.

To,

manager@gmail.com

Sub: - Regarding Software,

Hi Sir,

I'm writing to you, successfully we are in final stage in our **Cona** Project in another hand the client needs some changes in **Online delivery** part of the project but in salesforce team presently we are 5 developers are there in my team we can't have a time for doing that changes according to that, I request to you please allocating a person who having the best knowledge on Coding in Java,Salesforce and other any coding language.

Thank you

Your Faithfully,

Siddaramaiah SR

Associate Software Engineer

Coreflex solutions Pvt Ltd

Scenario 2:

You have an agreement with the client to complete a particular task by the end of this week. The client is now asking for some unreasonable changes to the task outside of the original agreement. Write to the client explaining what you can do and what you can't do.

To,

Charles@123.com

Subject: Regarding Project,

Hi Charles,

As per your requirements, we completed the project effectively before the deadline which you had given. But now you are adding some extra requirements which are not discussed or mentioned in the agreement. We will add some of those changes which you've mentioned now just because we don't want to lose clients like you. As per the agreement this week is the deadline for the project submission, hence we don't have much time to make all the changes you want. I hope you understand the situation.

Thankfully

From,

Siddaramaiah SR

Associate Software Engineer

Coreflexsolutions Pvt Ltd

Bangalore

Scenario

3.

You must rely on data and statistics produced by Rahul and Anita. They have still not delivered the information you require, although you've asked them on several occasions, and explained your deadlines. If you don't get this vital information from them by the end of day, you will not be able to complete the report. Write an email to both Rahul and Anita requesting the information you need.

To,

Rahul@signity.com

Anitha@signity.com

Subject: Regarding the project,

Hi Rahul and Anitha,

As you guys know, I've asked for the information about the data and statistics so many times, but you guys still didn't report that. You guys are aware of the deadline as already I've shared with you.

If I don't get the information's by the end of this day, I'll not be able to complete the report before the deadline. So kindly share the requirements before 6:00 PM today.

Thankfully

From,

Siddaramaiah SR

Associate Software Engineer

Coreflexsolutions Pvt Ltd

Bangalore - 560003

Scenario 4

Leave application for 10 days for personal reason

To,

hr@123.com

Subject: Request for 10 days leave,

Dear Sir/Madam,

With due respect, my name is Siddaramaiah SR working as an Associate Software Engineer in the Salesforce department. Through this letter, I would like to bring to your attention that due to some personal reason am going to Rajasthan. As this is an unavoidable situation, I will not be able to come to the office for the next 10 days. I request you to grant me 10 days leave from 01/01/2023 to 011/01/2023. Kindly, approve my leave application and I assure you that I will resume my work from 11/12/2022. If you have any concerns regarding this, you can contact me at 9353158076.

Thank you

Four Faithfully,

Siddaramaiah SR

Associate Software Engineer

Coreflexsolutions Pvt Ltd

Bangalore –560001

Scenario 5

An email to project manager about something wrong in the team

To,

Projectmanager@123.com

Sub: - Regarding Team,

Hi Sir,

I am complaining about my team, because in my team we are 12 members are working together in my team some 4 members are not responds anything with these guys are not come to proper time also, So I request you to resolve this problem. I would like to request you to please allocate new members to my team.

Thankfully

Your Faithfully,

Siddaramaiah SR

Associate Software Engineer

Coreflexsolutions Pvt Ltd

Bangalore –560001

Scenario 6

Sending an email to client about the project status

To,

Charles@biocon.com

Subject: Status on project,

Hi Charles,

I am contacting you to update you on our project status. Our team is on track to achieve our goals before the deadline. We have reached the following aims:

Software Testing

Software development

Software Modelling

User Interface design

Database connection

We are working on right in this phase of the project:

Software testing with test Users

Deployment(pending)

The project is on time, and I believe we are achieving the necessary goal to keep it forward. Please let me know if you people have any quarry and any updating on Project.

Thankfully

From,

Siddaramaiah SR

Associate Software Engineer

Coreflexsolutions Pvt Ltd

Bangalore