**Email 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: [Ashish.dhar@espire.com](mailto:Ashish.dhar@espire.com)

Cc : [mohammed.mukthar@espire.com](mailto:mohammed.mukthar@espire.com)

Sub: Need Some Clarification On - Treasury Intelligence Solutions (TIS) Project

Body:

Hi Ashish,

Thank you for assigning to the (TIS) Solutions project. I have noticed that there are few requirements that have not been clarified and seeks clarification about the same to avoid any delay in the submission.

I appreciate it if you can look into this as soon as possible.

Regards

PN Sai Sanath

Software Engineer

[p.sanath@espire.com](mailto:p.sanath@espire.com)

**Email 2**

**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: [Ashish.dhar@espire.com](mailto:Ashish.dhar@espire.com)

Cc : [mohammed.mukthar@espire.com](mailto:mohammed.mukthar@espire.com)

Sub : Apology

Body :

Hi Ashish,

I Am reaching out because, unfortunately, I wasn’t able to submit (TIS) Solutions Project in the timeframe as promised. I take full responsibility for underestimating how long it would take, and for not reaching out on time.

I sincerely apologize for the inconvenience and want to assure you this won’t happen again.

Regards

PN Sai Sanath

Software Engineer

[p.sanath@espire.com](mailto:p.sanath@espire.com)

**Email 3**

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

To: [Ashish.dhar@espire.com](mailto:Ashish.dhar@espire.com)

Cc : [mohammed.mukthar@espire.com](mailto:mohammed.mukthar@espire.com)

Sub : Thank You

Body :

Hi Ashish,

Thank you for the kind words. Thank you for providing an environment that allows me to do my best work. I am grateful for the opportunities I have been given here, and I look forward to taking on greater challenges every day.

Regards

PN Sai Sanath

Software Engineer

[p.sanath@espire.com](mailto:p.sanath@espire.com)

**Email 4**

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

To: [Ashish.dhar@espire.com](mailto:Ashish.dhar@espire.com)

Cc : [mohammed.mukthar@espire.com](mailto:mohammed.mukthar@espire.com)

Sub : Resume To Office

Body :

Hi Ashish,

I am ready to get resume to work again, As we already discussed on our new project. I`ll start the work accordingly.

Regards

PN Sai Sanath

Software Engineer

[p.sanath@espire.com](mailto:p.sanath@espire.com)