To: reporting.manager@espire.com

Cc: gurudeo.singh@espire.com

Sub: Requesting for supporting documents.

Hello Sir/Ma’am,

I have been appointed to give a complete overview of the gibs.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 gibs.com to fully fill out my report.

I have already completed my sample paper on bricks.com and to move forward I really need those documents. Please let me know if you have any questions or is it possible or not.

Thanking you.

Regards

**Saptarshi Mahish**

Software Engineer – BU2

[saptarshi.mahish@espire.com](mailto:arghya.biswas@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**



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Sub: actions being taken to resolve.

Hello Suman,

The reasons for this are limited resources and failing to meet client's demand. I have taken steps to fix this issue and stop it happening again, including fixing clients' demands by taking more conference calls with the client and speaking to give them more resources on this.

I expect the task now to be completed by this week.

I apologize for not being able to complete this task as expected and will make sure I avoid issues like this in future.

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

Thanking you.

Regards

**Saptarshi Mahish**

Software Engineer – BU2

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Sub: Thank you for [list area you are grateful for]

Hello Sir/Ma’am,

Thank you for your assistance with the ABC 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

**Saptarshi Mahish**

Software Engineer – BU2

[saptarshi.mahish@espire.com](mailto:saptarshi.mahish@espire.com)

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Sub: Returning to Work

Hello Suman,

I am prepared for going forward to work. I would like to inform that I am joining the project tomorrow.

Thanking you.

Regards

**Saptarshi Mahish**

Software Engineer – BU2

[saptarshi.mahish@espire.com](mailto:saptarshi.mahish@espire.com)

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