**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?**

**Email 1**

To: Pankaj Kumar

Cc: Mohan Kumar

Sub: Require More Information About Project/ wells forgo bank

Body:

Hi Pankaj

I’m reaching out to say you today we got project on wells forgo banking system, it was a great session but there was some information that I was not able to understood and I need some more insights can you please guide me on that topics.

Signature:

Regards

Satyendra Pal

Software Engineer

satyendra.pal@espire.com

**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: Satyendra pal

Cc: Rohan Kumar

Sub: Deadline missed on wells Fargo/case study

Body:

Hi Satyendra,

Sorry I missed my deadline for the project.

* The testing team found an error and we instantly started working on the same and if found later it could have been a major issue for the project.
* If you can provide me two/three more days, I will deliver the project as soon as possible.
* I hope you understood my concern.

Signature:

Regards

Satyendra Pal

Software Engineer

[satyendra.pal@espire.com](mailto:satyendra.pal@espire.com)

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

To: Pankaj Kumar

Cc: Rohan Kumar

Sub: Appreciation for the team

Body:

Hi Pankaj,

Thanks for recognizing our work, we are glad that we got chance working under in your guidance. I ensure that we will keep the momentum even in the future as well.

Once again, thank you.

Signature:

Regards

Satyendra Pal

Software Engineer

[satyendra.pal@espire.com](mailto:satyendra.pal@espire.com)

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

To: Aditya Singh

Cc: Mahesh Kumar

Sub: Resuming on work

Body:

Hi Aditya

I am Satyendra pal, employee of your company working as a software engineer. I was on leave for the last two months, my leave will end on 11-sep-2022, so I am resuming on work from 12-sep-2022.

Signature:

Regards

Satyendra Pal

Software Engineer

[satyendra.pal@espire.com](mailto:satyendra.pal@espire.com)