Email 1:

To: [Pankaj.kumar@espire.com](mailto:Pankaj.kumar@espire.com)

Cc:

Sub: Need for Clarifications - Star Health Insurance

Body:

Hello Pankaj,

Thank you for sharing the information on our project. I have some doubts on project- Star Health Insurance. There are few areas where I need some more clarifications.

Please give some additional information so that I can start the work. I am very grateful to you.

Regards

Shivani Kumari

Email2:

To: [Pankaj.kumari@espire.com](mailto:Pankaj.kumari@espire.com)

Cc:

Sub: Missing the Project Deadline

Body:

I sincerely apologize for missing the project deadline. While I was working on the project, I have received the compile error. I am unable to fix the error although I have tried my best to fix it.

Please accept my apology for missing the deadline. I’ll submit the project by resolving the error by today.

Regards

Shivani Kumari

Email 3:

To: [Saurabh.pant@espire.com](mailto:Saurabh.pant@espire.com)

Cc: [Pankaj.Kumari@espire.com](mailto:Pankaj.Kumari@espire.com)

Sub: Thanks for Your Appreciation

Body:

Hello Pankaj,

Thank you for appreciating me. I am very glad to know that you liked my work. It is all because of your support and guidance. It won’t be possible without your support.

Thank you for always be there to support me. I am really blessed to have you as a manager.

Regards,

Shivani Kumari

Email 4:

To: [Pankaj.kumar@espire.com](mailto:Pankaj.kumar@espire.com)

Cc: [Lipi.mishra@espire.com](mailto:Lipi.mishra@espire.com)

Sub: Resume the Office from Leave

Hello Pankaj,

I hope, you are doing fine. As you already know I was on vacation with my family. I am writing this mail to say that I resume the office from my leave.

As you know, we are going to work on new project. We already discussed some major points. I am going to working accordingly. Thank you for your precious time.

Regards,

Shivani Kumari