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. Let me know your availability so that I will schedule the meeting.

With 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 some error. I am unable to fix those bugs although I have tried my best to fix it. We were wanted to deliver you quality product. That’s why it got delay.

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

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 and my team. I have sent it to my team and they are very happy to know. We are very glad to know that you liked our work. It won’t be possible without your support and guidance. We are 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: Resumed the Office

Hello Pankaj,

I hope, you are doing fine. I am writing this mail to say that I resume the office. 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