Email 1

To -   gurudeo.singh@espire.com

CC-   lipi.ishra@espire.com

Subject- Re-analysis of the project

Body-

Hello Gurudeo,

I am Tanbir and I am writing this mail to clear my doubts on the ongoing project. I will need more time and an elaborate overview on the query provided. Every query can have multiple solutions. I have some doubts on the current scenario and will be thankful to you for a vast discussion.

Thank you for reviewing this mail and please reach out to me when possible.



|  |  |
| --- | --- |
| Regards  **Tanbir Akhtar**  Software Engineer  tanbir.akhtar@espire.com | |
| C:\Users\tanbir.akhtar\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\9C5D92CD.tmp | **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 9001:2008** **certified**  [C:\Users\tanbir.akhtar\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\6278FB63.tmp](http://www.linkedin.com/company/251539?trk=tyah)  [C:\Users\tanbir.akhtar\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\5EF6EE69.tmp](https://www.facebook.com/EspireInfolabs)  C:\Users\tanbir.akhtar\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\4C2855F.tmp |

Email 1

To -   gurudeo.singh@espire.com

CC-   lipi.ishra@espire.com

Subject- Apology for not meeting the deadline.

Body-

Hello Gurudeo,

I am reaching out to apologize for not meeting my deadline of the given case study. Considering my recent action, I have taken time to reflect and think about how my apathy has affected the outcome of the project and also missed my deadline.

I am very sorry for neglecting my responsibilities and am committed to changing my action. I am aware that my recent behaviour does not meet company expectation and I am fully prepared to accept any professional consequences of my actions. Thank you for taking time to read my apology. Please know that I am committed to improving my action and contribution to future project in accordance with your standards.

|  |
| --- |
| Regards  **Tanbir Akhtar**  Software Engineer  tanbir.akhtar@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 9001:2008** **certified**  [C:\Users\tanbir.akhtar\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\6278FB63.tmp](http://www.linkedin.com/company/251539?trk=tyah)  [C:\Users\tanbir.akhtar\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\5EF6EE69.tmp](https://www.facebook.com/EspireInfolabs)  C:\Users\tanbir.akhtar\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\4C2855F.tmp |

Email 1

To -   gurudeo.singh@espire.com

CC-   lipi.ishra@espire.com

Subject- Thankyou

Body-

Hello Gurudeo,

Thank you so much for the generosity and appreciating my work. I appreciate your trust in me and your offering me the responsibility; it’s an honour.

This new project will be an exciting endeavour for my team. We’ll keep you informed of progress, and I’m confident you are going to like the end result.

|  |
| --- |
| Regards  **Tanbir Akhtar**  Software Engineer  tanbir.akhtar@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 9001:2008** **certified**  [C:\Users\tanbir.akhtar\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\6278FB63.tmp](http://www.linkedin.com/company/251539?trk=tyah)  [C:\Users\tanbir.akhtar\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\5EF6EE69.tmp](https://www.facebook.com/EspireInfolabs)  C:\Users\tanbir.akhtar\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\4C2855F.tmp |

|  |  |
| --- | --- |
| Regards  **Tanbir Akhtar**  Software Engineer  tanbir.akhtar@espire.com | |
| C:\Users\tanbir.akhtar\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\9C5D92CD.tmp | **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 9001:2008** **certified**  [C:\Users\tanbir.akhtar\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\6278FB63.tmp](http://www.linkedin.com/company/251539?trk=tyah)  [C:\Users\tanbir.akhtar\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\5EF6EE69.tmp](https://www.facebook.com/EspireInfolabs)  C:\Users\tanbir.akhtar\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\4C2855F.tmp |