Email - 1

To -- Gurudeo.singh@espire.com
Cc -- manish.chauhan@espire.com
Subject -- Details about Project – Online Cab booking system

Body –

Hello Gurudeo,
Thank You for assigning me the Project Online Cab booking system. I am writing to you to enquire about Online Cab booking system, actually I am missing some key points of Online Cab booking system like how to create a use case diagram, Because There are lot of data in Project , so I would be grateful if you could give me some further details or arrange the session regarding this case study , so it would be very helpful for me and my team , I am waiting of your response, Please provide me more details about the Online Cab booking system..

Signature:

Thanks & Regards
Tosif Mansuri
Software Engineer

Email -- 2

To -- prem.khatri@espire.com
Cc -- manish.chauhan@espire.com , gurudeo.singh@espire.com
Subject -- Apology for your inconvenience

Dear , Prem Khatri

I Sincerely apologize for any inconvenience you may have experienced because we could not complete your work on time due to Some internal issue. At an Organization, customer satisfaction is something we take very seriously.
We Understand you depended on us , and deeply regret we failed to deliver the high standard that you've come to expect from our Organization.
We are taking this incident seriously. Once it was discovered, we took appropriate measures to ensure it will not happen again in the future.
I appreciate your patience with us as we further investigate this issue. I'm confident your next experience with us will be up to your expectations.

Signature:

Thanks & Regards
Tosif Mansuri
Software Engineer

Email – 3

To --   manish.chauhan@espire.com , gurudeo.singh@espire.com
Cc --   My all team
Subject -- Thank you for your Gratitude

  Thank You for your Appreciation . Thank you to the team because I would not have been
  able to do this without them.
  I would also like to thank you for all the training you've invested in me. It has really paid off.

Signature:

Thanks & Regards
Tosif Mansuri
Software Engineer

Email--4

To --   manish.chauhan@espire.com , gurudeo.singh@espire.com
Cc --   All team
Subject -- Resume Office from next Monday

Dear team member,

I hope you are doing well. As you know, I was on vacation for the past two weeks. The time off from
work has been very relaxing, and it's been nice spending time with family.
Though I have one more week left for my scheduled time off, due to trip cancelations, I have decided
to come back to work this Monday.

Signature:

Thanks & Regards
Tosif Mansuri
Software Engineer