*July 15, 2024*

Good afternoon, Sharon & Luz,

I hope this message finds you well.

My name is Aadi Katyal, and I am a sophomore intern in the Markets Technology Group.

I wanted to update you on the status of my self-evaluation. I was under the impression that I had until this week to complete it, as my manager mentioned I could do so. However, I realized that the deadline was three days ago. I apologize for this oversight and any inconvenience it may have caused.

Due to significant connectivity issues last week, I had trouble accessing my email and staying connected. Both Teams and Outlook experienced repeated disruptions, and since my Wi-Fi wasn't working properly, both applications frequently required me to re-sign in. Because of these network issues, I didn't check all my emails consistently, as I was receiving emails at inconsistent times. Unfortunately, this led to me missing the email that stated the self-evaluation was due on Friday.

I am currently in the process of completing my self-evaluation, but I believe I could provide more comprehensive and accurate feedback if I include some additional insights from upcoming demos and meetings with my mentor and manager scheduled for this week. I want to complete the appraisal with my mentor and manager because I truly want to be as thorough and accurate as possible. Sitting with them would help me understand where I am in terms of work and learning skills and help me define the goals I've met as well as the remaining ones I need to reach or skills I need to learn.

I was chatting with Ryann, and she advised me to reach out to you both to determine the best course of action. Could I request a little more time to finalize it after these sessions? If it's more convenient or less confusing, I am also ready to complete it immediately.

Please let me know what works best for you. I am committed to ensuring that this oversight does not cause any major issues and am open to any further instructions you may have.

Thank you for your understanding and support.

Best regards,  
Aadi Katyal