Email 1

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

**Cc**: [sourabh.pant@espire.com](mailto:sourabh.pant@espire.com)

**Subject, Case study / Loan management system**

**Body**

**HI Pankaj,**

I have understood most of the concepts and I have some doubts in the project for that I request for another doubt session so that my doubts can be cleared

Signature:

Regards

Akshay Narvare

Software Engineer

[akshay.narvare@espire.com](mailto:akshay.narvare@espire.com)

Email:2

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

Cc: [sourabh.pant@espire.com](mailto:sourabh.pant@espire.com)

**Subject Delay of the project**

**Body**

Hello Pankaj,

I apologize to you. I understand that you’re upset about not meeting the deadline, there were some bugs in my project and I am working on the issue right now I will share our finding and appropriate solution soon. Once again, I apologize for the delay and promise to deliver the project very shortly.

Signature:

Regards

Akshay Narvare

Software Engineer

[akshay.narvare@espire.com](mailto:akshay.narvare@espire.com)

**EMAIL 3-**

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

CC: [sourabh.pant@espire.com](mailto:sourabh.pant@espire.com)

Subject: Thank you for appreciation

Body:

Hello Pankaj,

Thanks for your valuable feedback and guidance and I’m extremely happy for receiving your appreciation for my service.  I will definitely maintain the same standards forever.

Once again thank you for recognizing our efforts as a team. Looking forward to having a long-term association with you.

Signature:

Regards

Akshay Narvare

Software Engineer

[akshay.narvare@espire.com](mailto:akshay.narvare@espire.com)

**EMAIL 4-**

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

CC: [sourabh.pant@espire.com](mailto:sourabh.pant@espire.com)

Subject: Return to work

Attachment:

Body:

Hello Pankaj,

I’m reaching out to inform you that I’ll resume work from tomorrow. I apologize for any inconvenience that occurred as a result of my absence.

Thank you for being so understanding during this time.

Signature:

Regards

Akshay Narvare

Software Engineer