

Email - 1

To -- ashish.dhar@espire.com
Cc -- kapil.tayagi@espire.com , anupam.sharma@espire.com
Subject -- Details about Case Study – Indian Cargo Shipment

Body –

Hello Ashish,

Thank You for assigning me the case study - Indian cargo shipment. I am writing to you to enquire about Indian Cargo Shipment, actually I am missing some key points of Indian cargo shipment like how to create a Master table, Because There are lot of data in case study, 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 Indian cargo shipment..

Thanks & Regards
Andleeb Nemat

Email -- 2

To -- aman.sahu@espire.com
Cc -- kapil.tayagi@espire.com , anupam.sharma@espire.com , ashish.dhar@espire.com
Subject -- Apology for your inconvenience

Dear , Aman Sahu

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.

Thanks & Regards
Andleeb Nemat
Espire Infolabs

Email – 3

To -- kapil.tayagi@espire.com , anupam.sharma@espire.com , ashish.dhar@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.

Email--4

To -- kapil.tayagi@espire.com , anupam.sharma@espire.com , ashish.dhar@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.

Thanks & Regards
Andleeb Nemat