**You have to start working on an assignment/case study/project. But you have not understood everything. You need some more clarifications. How will you write to the facilitator/manager/client?**

To: vikash.kashap@espire.com

Cc: [gurudeo.singh@espire.com](mailto:gurudeo.singh@espire.com)

Sub: Get More Clarification About Oracle Form&Reports.

Hello Vikash,

I hope you are well. I am received your email about project assignment. In Project, I have a few doubts .

* How to create subform.
* You need print or not.

So, When you feel free please call me or you can do a meeting in teams. Then I will clarify my doubts about project.

Regards

**Ashish Amrute**

Software Engineer

[ashish.amrute@espire.com](mailto:ashish.amrute@espire.com)

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**You were not able to meet your deadline/deliverable of your assignment or case study. Facilitator/Manager/Client is very upset about it and has written you an angry mail. How will you respond?**

To; [lipi.mishra@espire.com](mailto:lipi.mishra@espire.com)

Subject: Apology letter for late assignment submission.

Dear Lipi

I sincerely apologize for submitting my assignment a day late. I am well aware that the

Deadline has passed. I was unable to submit my assignment on time because I had a family

Emergency. I have worked hard on my assignment and fully completed it. I don’t want my

Brilliant grades to be affected. I promise that I will not repeat this mistake in the future.

Sincere apologies and regards.

Ashish Amrute

**You have done a great job on the case study/assignment/project. Facilitator/Manager/Client is very happy and has written an appreciation mail to the entire team, senior management. How will you respond.**

To: Vikash.kashyap@espire.com

Cc: [gurudeo.singh@espire.com](mailto:gurudeo.singh@espire.com)

Sub: Appreciation Feedback

Hello Vikash,

Thank you for your warm words of appreciation. I am very glad for your positive feedback. I hope our team will be received more positive feedback from client side in future. I will also keep it good work .

Thanks and Regards,

**Ashish Amrute**

Software Engineer

ashish.amrute@espire.com

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**You have come back after a leave and want to communicate this to the trainer/reporting manager/client.**

To: Vikash.kashyap@espire.com

Cc: [gurudeo.singh@espire.com](mailto:gurudeo.singh@espire.com)

Sub: Come back Office after a leave.

Hello Vikash,

Thank you for being so understanding during this trying time. I am writing to inform you that I am able to return to work from [illness or care responsibilities] on [date].

Thanks and Regards,

**Ashish Amrute**

Software Engineer

ashish.amrute@espire.com

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