1. **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?**

First of all I have to request to client that sir/mam if you give more clarification then definitely I have to work in your project more efficiently and then it will be helpful for us and you also .

1. **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 Sir/Madam

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.**

I would like to take the opportunity to thank you for allowing me to prove myself within the team. This opportunity really meant a lot to me as it gave me more practical experience.

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

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].