From: anish.basu@capgemini.com

To: [john.lennon@capgemini.com](mailto:john.lennon@capgemini.com)

Cc: daniel.craig@capgemini.com

Subject: **Inability to join on time**

Hello Mr.Lennon,

Greetings of the day. I have finally arrived in Birmingham today after my flight got delayed by a whole day. I was supposed to be joining from 24th June, Thursday afternoon but unforeseen circumstances have made it impossible for me to set up the project environment and complete the migration of all the required infrastructure for the process. I have already informed our SME Mr.Daniel Craig about my situation, but he is insisting on setting up the project this week itself by asking me to come in on this weekend.

I could have easily agreed to Mr.Craig’s request but I have a pre-planned weekend vacation to Scotland for which I have to catch an early morning flight tomorrow and I have booked hotel room there as well. I shall return on Monday evening and I have assured Mr.Craig that on Tuesday morning I shall be able to complete the set up required for the project. As you are the line manager, I am bound to mention this situation to you and I assure you no significant delay will be caused to the deadline by this incident and I can confidently say that our project will be up and running from Tuesday itself.

Thank you.

Regards,

Anish Kumar Basu

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