**Dear Priya Ma'am,**

**I have created each report as per your specified criteria, including the performance review of every individual employee based on task completion, attendance, and accuracy. The reports have been compiled into an Excel spreadsheet, which includes the following:**

1. **Attendance Report - [Traning Session test plan - Google Sheets](https://docs.google.com/spreadsheets/d/1sOIUBdRw9fEUf3mkja6ViScO-ih_cqD1Bd-Ggl1gUTA/edit?pli=1" \l "gid=1151584865)**
2. **Training Session Report - [Traning Session test plan - Google Sheets](https://docs.google.com/spreadsheets/d/1sOIUBdRw9fEUf3mkja6ViScO-ih_cqD1Bd-Ggl1gUTA/edit?pli=1" \l "gid=56955080)**
3. **Employee Performance Report - [Traning Session test plan - Google Sheets](https://docs.google.com/spreadsheets/d/1sOIUBdRw9fEUf3mkja6ViScO-ih_cqD1Bd-Ggl1gUTA/edit?pli=1" \l "gid=899485844)**

**These reports are detailed on a daily basis and during training sessions, capturing responses and practical task performance, as well as cross-questioning and theoretical knowledge assessments.**

**All files and links are ready for your review. If you need any updates or further modifications, please let me know.**

**Thank you.**

**Best regards,**

**Niraj Patil**

**Full Stack Developer**

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**Subject: Important: Review of JavaScript Topics and Practice Sessions**

**Dear Team,**

**I hope this email finds you well.**

**I am writing to inform you that I have shared the notes on the following JavaScript topics: Constructors, Reserved Keywords, Strict Mode, the 'This' keyword, Modules, Debugging, and JavaScript String Methods. Please find the attached PDF document containing these notes.**

**It is crucial that you review these topics thoroughly. Additionally, I encourage you to practice more questions on these subjects to enhance your understanding and proficiency.**

**If you encounter any doubts or face any issues while studying or practicing these topics, please do not hesitate to reach out. We are here to support you and will address any concerns or questions you may have.**

**Thank you for your attention to this matter.**

**Best regards,**

**[Your Name]  
[Your Position]  
[Your Contact Information]**