EMAIL 1

To: [Pankaj.kumar@espire.com](mailto:Pankaj.kumar@espire.com)

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

Subject: Request to provide a detailed overview on the project

Body:

Hello Pankaj,

I am Indrajeet Kumar and I’m afraid I haven’t understood what you meant by the case study discussed yesterday on the ongoing project. Could you please provide some more details regarding the same? Any additional information would be greatly appreciated.

I appreciate you taking the time to get back to me by the end of the day. Look forward to your response.

Regards

Indrajeet Kumar

**Software Engineer**

[indrajeet.kumar@espire.com](mailto:indrajeet.kumar@espire.com)  | Mob: +91-7292954273

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EMAIL 2

To: [Pankaj.kumar@espire.com](mailto:Pankaj.kumar@espire.com)

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

Subject: Not meeting the project deadline

Body:

Hello Pankaj,

I sincerely apologize for missing the project deadline. While I was working on the project, some error was showing. Which I was unable to fix those bugs although I have tried my best to fix it. We were wanted to deliver you best quality product. That’s why it got delay.

Please accept my apology for missing the project deadline. I’ll submit the project by resolving the error as soon as possible.

Regards

Indrajeet Kumar

**Software Engineer**

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

Subject: Appreciation mail

Body:

Hello Pankaj,

Thank you for appreciating me and our team. I have sent it to my team and they are very happy to know. We are very glad to know that you liked our work which we all did in a group very honestly. It won’t be possible without your support and guidance. We are really blessed to have you as a Manager.

Regards

Indrajeet Kumar

**Software Engineer**

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

Subject: Resume Work

Body:

Hello Pankaj,

I hope you must be doing well. I am writing this mail to say you that I resume the office. As you know, we are going to work on the project which was assigned to us. We already have discussed some major points on that. I am going to working accordingly. Thank you for your precious time.

Regards

Indrajeet Kumar

**Software Engineer**

[indrajeet.kumar@espire.com](mailto:indrajeet.kumar@espire.com)  | Mob: +91-7292954273

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