**Email 1:**

**To:Pankaj.kumar@espire.com**

**Cc: Saurabh.Pant@espire.com**

**Sub: Need More clarification on the project role assigned.**

**Body:**

**Hello Pankaj,**

**Thank you for assigning me a project and conducting such a wonderful session to help me understand the project concept and my role. While I have understood most of the concepts but still, I would request you one more session on the same so that I can clear  my doubts about the project**

**Signature**

**Regards**

**Mahesh Kumar**

**Software Engineer**

**Mahesh.kumar@espire.com**

**Email 2:**

**To:Pankaj.kumar@espire.com**

**Cc: Saurabh.Pant@espire.com**

**Sub: RE: Deadline not met.**

**Body:**

**Hello Pankaj,**

**I really want to express my deepest and sincerest apology for missing the project delivery deadline. But, I would like to inform you that due to a certain medical emergency I was not in a condition to work on the project for the last 1 week. So, I request you to please extend our deadline for certain days and give me time to complete the work. I ensure you to work overtime on the project and try to deliver you to the earliest.**

**Signature**

**Regards**

**Mahesh Kumar**

**Software Engineer**

**Mahesh.kumar@espire.com**

**Email 3:**

**To:Pankaj.kumar@espire.com**

**Cc: Saurabh.Pant@espire.com**

**Sub: RE: Appreciation for the team.**

**Body:**

**Hello Pankaj,**

**Thanks for Recognizing our work, I would be grateful to you and will always cherish this moment. I ensure that will keep the momentum even future as well. We will also try to keep it as a team and continue improving our productivity.**

**Signature**

**Regards**

**Mahesh Kumar**

**Software Engineer**

[**Mahesh.kumar@espire.com**](mailto:Mahesh.kumar@espire.com)

**Email 4:**

**To:Pankaj.kumar@espire.com**

**Cc: Saurabh.Pant@espire.com**

**Sub: Return to office intimation**

**Body:**

**Hello Pankaj,**

**I hope you are doing well. I have been on medical leave for the past week. Now I would like to inform you that I will join the office back from tomorrow and will be available for work. I apologize for any inconvenience caused by my unavailability.**

**Signature**

**Regards**

**Mahesh Kumar**

**Software Engineer**

**Mahesh.kumar@espire.com**