

EMAIL ETIQUETTE

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?

To: gurudeo.singh@espire.com

Cc: anuj.srivastav@espire.com

lipi.mishra@espire.com

Subject: Discussion regarding ongoing project.

Hello Sir,

I'm glad to be a part of this Project. I have gone through the case study but noticed that there are few requirements which is not clear from myside & I would like to know more about this project. Once I have that, we can begin the work more efficiently with a timeline and accuracy.

If you could please send me more information about this project at your earliest convenience, we can begin discussing the remaining details. I would be grateful if you could get back to me as soon as possible because I am finding it difficult to initiate my work due to insufficient knowledge and input.

Thank you for your time and consideration.

Signature:

Thanks & Regard

Pooja verma

**2.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?**

To: gurudeo.singh@espire.com

Cc: anuj.srivastav@espire.com

lipi.mishra@espire.com

Subject: Thanks for appreciation.

Hello sir,

Thank You for appreciating us. We are pleased to know that you liked our project. We had really worked hard. But It is only happened because of your guidance.

Thank you for your support and guidance. It means a lot to us. Your appreciation works for us as a motivation.

Signature:

Thanks & Regard

Pooja verma

3.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: gurudeo.singh@espire.com

Cc: anuj.srivastav@espire.com

lipi.mishra@espire.com

Subject: Apologies for delay in delivery.

Hello sir,

I deeply regret the inconvenience caused due to the delay in delivery of the Case study. This delay occurred primarily due to a block in the application that we were unable to resolve. We were keen to deliver a quality product to you and hence took the risk of delaying delivery to ensure the case study was thoroughly tested & delivered.

I completely understand your frustration. I would like to Sincerely apologize for my mistake. Please kindly give me one more day. I assured you that we will deliver the Case study as soon as possible and with the best work. I assure you it will not happen in future.

Signature:

Thanks & Regard

Pooja verma

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

To: gurudeo.singh@espire.com

Cc: anuj.srivastav@espire.com

lipi.mishra@espire.com

Subject: Resume at work.

Hello sir,

I have resumed office today and look forward to getting started on the project assigned to us on 27-09-2022, Thursday along with the team.

Please expect an update from me by the end of this week.

Signature:

Thanks & Regard

Pooja verma

