

Email 1

To: gurudeo.singh@espire.com

Cc:

Subject, Case study / Loan management system

Body

HI Mr. Gurudeo ,

I have understood most of the concepts and I have some doubts in the project for that I request for another doubt session so that my doubts can be cleared

Signature:

Regards

Shubham Kumawat

Software Engineer

Shubham.Kumawat@espire.com

Email:2

To: gurudeo.singh@espire.com

Cc:

Subject Delay of the project

Body

Hello Mr. Gurudeo,

I apologize to you. I understand that you're upset about not meeting the deadline, there were some bugs in my project and I am working on the issue right now I will share our finding and appropriate solution soon. Once again, I apologize for the delay and promise to deliver the project very shortly.

Signature:

Regards

Shubham Kumawat

Software Engineer

Shubham.Kumawat@espire.com

EMAIL 3-

To: gurudeo.singh@espire.com

CC:

Subject: Thank you for appreciation

Body:

Hello Pankaj,

Thanks for your valuable feedback and guidance and I'm extremely happy for receiving your appreciation for my service. I will definitely maintain the same standards forever.

Once again thank you for recognizing our efforts as a team. Looking forward to having a long-term association with you.

Signature:

Regards

Shubham Kumawat

Software Engineer

Shubham.Kumawat@espire.com

EMAIL 4-

To: gurudeo.singh@espire.com

CC:

Subject: Return to work

Attachment:

Body:

Hello Pankaj,

I'm reaching out to inform you that I'll resume work from tomorrow. I apologize for any inconvenience that occurred as a result of my absence.

Thank you for being so understanding during this time.

Signature:

Regards

Shubham Kumawat

Software Engineer