To: pawan@espire.com

Cc: gurudeo.singh@espire.com

Sub: Need clarification on – ABC.Com.

Hello Pawan,

I have been appointed to give a complete overview of the ABC.com case study. While making reports, I have few doubts on this topic and need more clarification to complete it.

Please let me know when you are free to take a quick meeting regrading clarification on this topic.

Thanking you.

Regards

**Sudipta Dolui**

Software Engineer – BU2

[sudipta.dolui@espire.com](mailto:sudipta.dolui@espire.com) | 9564418869

**Espire Infolabs Private Limited**

486 & 487, Udyog Vihar Phase-III, Gurgaon- 122016  
Tel: +91-124-7173-243 | [www.espire.com](http://www.espire.com/)

**SEI CMMI level 5 Ver 2.0 Appraised (DEV + SVC)**

**ISO 27001:2013** & **ISO 9001:2008certified**



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To: pawan@espire.com

Cc: gurudeo.singh@espire.com

Sub: actions being taken to resolve.

Hello Pawan,

I apologize for not being able to complete this task as expected and will make sure I avoid issues like this in future.

The reasons for this are limited resources and failing to meet client's demand. I have taken steps to fix this issue and stop it happening again, including fixing clients' demands by taking more conference calls with the client and speaking to give them more resources on this.

I would be delivering this task in two days.

Please let me know if you have any questions or need any further information.

Thanking you.

Regards

**Sudipta Dolui**

Software Engineer – BU2

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To: pawn@espire.com

Cc: gurudeo.singh@espire.com

Sub: Thank you for the appreciation

Hello Pawan,

Thank you for your warm words of appreciation. It is heartening to see our hard work and long hours being recognised. I would also like to appreciate our team and my manager to guide me in this project.

I appreciate you using your time and expertise to help me and let me develop my skills and complete the task in time.

Thanking you.

Regards

**Sudipta Dolui**

Software Engineer – BU2

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To: HRD@espire.com

Cc: gurudeo.singh@espire.com

Sub: Resume office from today

Hello Riya,

I feel better now. This week help me to recover completely and I am ready to give my full concentration on my work. I already resume my work where I left.

Thanking you.

Regards

**Sudipta Dolui**

Software Engineer – BU2

[sudipta.dolui@espire.com](mailto:sudipta.dolui@espire.com) | 9564418869

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