4) To: project.manager@espire.com

Cc: [gurudeo.singh@espire.com](mailto:gurudeo.singh@espire.com)

Sub: Communicate to Manager After Leave

Hi George,

I have resumed office today and look forward to getting started on the poject. I will do all my pending works. I am happy after come back to office.

Please expect an update from me by email time 23/09/2022.

Thanks & Regards

**Tapi Dutta**

Software Engineer

[tapi.dutta@espire.com](mailto:tapi.dutta@espire.com)

**Espire Infolabs Private Limited**

486 & 487, Udyog Vihar Phase-III, Gurgaon- 122016  
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3) To: project.manager@espire.com

Cc: [gurudeo.singh@espire.com](mailto:gurudeo.singh@espire.com)

Sub: Appreciation Feedback

Hello Pankaj,

Thank you for your warm words of appreciation. I am very glad for your positive feedback. I hope our team will be received more positive feedback from client side in future. I will also keep it good work .

Thanks and Regards,

**Tapi Dutta**

Software Engineer

[tapi.dutta@espire.com](mailto:tapi.dutta@espire.com)

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2) To: project.manager@espire.com

Cc: [gurudeo.singh@espire.com](mailto:gurudeo.singh@espire.com)

Sub: Unable to Complete the Project in Deadline

Hello Sir,

I am writing to let you know that I will be unable to meet the deadline for the project you assigned to me last week. I was unable to calculate properly how much time this project would take to complete, and I apologise for not being accurate in my estimate.

The delay was caused by a planning error, which failed to consider the time needed to get the reports back from the surveying team. Now that we have all the resources we need to move on with the project, I assure you it will be completed promptly

However, I assure you that my team and I have been working very hard to try and complete the work as quickly as possible. Currently, 80% of the work is complete, and we require three more days to deliver the remaining items. If possible, a short extension to the deadline would enable us to complete the final tasks and hand over the work.

Once again we regret the delay. please be assure that we are committed to meeting the final deadline .

Thanks and Regards,

**Tapi Dutta**

Software Engineer

[tapi.dutta@espire.com](mailto:tapi.dutta@espire.com)

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1. To: project.manager@espire.com

Cc: [gurudeo.singh@espire.com](mailto:gurudeo.singh@espire.com)

Sub: Get More Clarification About Project(project name).

Hello sir/Medam,

I hope you are well. I am received your email about project assignment. In Project, I have a few doubts .

Please let us know if we can have a call this week at a time convenient to you, to clarify these issues.

Regards

**Tapi Dutta**

Software Engineer

[tapi.dutta@espire.com](mailto:tapi.dutta@espire.com)

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