EMAIL TEMPLATES -4

Scenario 7: Daily Status Update – Internal & External Communication

Sample Daily Status Email Draft (Standard Format)

Subject: Daily Status Update – [Date]

Dear [Team Leader / Manager / Client Name],

Please find below the status update for today:

1. Planned for Today:

- [Task / Job 1]
- [Task / Job 2]

2. Completed Today:

- [Completed task with brief outcome]

3. In Progress:

- [Task name – % complete or expected completion time]

4. Yet to Start / Pending:

- [Task name – brief reason if applicable]

5. Plan for Tomorrow:

- [Planned activity / next steps]

6. Support / Inputs Required:

- [Any clarification / approval / resource required from TL / RM]

Please let me know if any adjustments are needed.

Regards,

[Associate Name]

Scenario 8: Leave Intimation to Client – With Compensation (If Required)

Sample Email Draft – Standard Leave Intimation

Subject: Leave Intimation – [Associate Name] | [From Date] to [To Date]

Dear [Client Name],

This is to inform you that I will be on leave from [from date] to [to date]. During this period, I will not be available. (I.e., Completed not available) Or I will have limited availability (only when a partial response is possible)

Request you to please share any updates or queries via Teams or Email, and I will respond once I resume work. This will help ensure that we stay aligned and continue smoothly post my return.

Thank you for your understanding.

Best regards,

[Associate Name]

Sample Email Draft – Leave Intimation with Compensation Support

Subject: Leave Intimation & Coverage Details | [From Date] to [To Date]

Dear [Client Name],

I would like to inform you that I will be on leave from [from date] to [to date].

During my absence, [Backup Associate Name / Team] will be available to support ongoing activities. You may continue to share updates or requests via Teams or Email, which will be addressed accordingly.

This will help ensure continuous coordination and clarity during this period.

Thank you for your cooperation and understanding.

Kind regards,

[Associate Name]