EMAIL TEMPLATE 5

Scenario 9: Job Completed from Our End – Awaiting Client Confirmation / Status Update

Sample Email Draft – Preferred Version (Trainer Reference)

Subject: Job Completion Confirmation – [Job Name / Reference]

Dear [Client Name],

This is to reconfirm that [job name / reference], which was assigned on [job allocation date], has been completed and shared with you within the agreed due date of [due date].

Request you to kindly review the output and let us know if everything aligns with your expectations. In case of any inputs, adjustments, or observations, we will be happy to address them at the earliest.

Once reviewed, kindly confirm the final job status from your end.

Thank you for your time and support.

Best regards,

[Associate Name]

Softer Alternative Version (More Gentle Follow Up)

Subject: Review Request – Completed Job [Job Name]

Dear [Client Name],

We would like to confirm that the assigned task [job name], received on [date], has been completed as per the agreed timeline.

Kindly let us know your feedback or any further inputs after review. We are open to making corrections or refinements if required.

Looking forward to your confirmation on the job status.

Kind regards,

[Associate Name]

Scenario 10: All Allocated Jobs Completed – Availability to Take Up More Work

Sample Internal Email Draft – Capacity Update

Subject: Job Status & Team Availability Update – [Date]

Dear [Team Leader / Reporting Manager],

Please find below the current status of our assigned jobs:

- Job A: Completed
- Job B: Expected to be completed by [date]
- Job C: Expected to be completed by [date]

Post [mention final expected completion date], there are no pending jobs in our queue, and a few team members will be available to take up additional responsibilities.

We would be happy to support other tasks or assist other teams as required. The team is also open to learning new processes and contributing wherever needed.

Kindly let us know how we may proceed.

Regards,

[Associate Name]

Part 2: External Communication – Availability to Take Up Additional Work

Sample External Email Draft – Availability Update

Subject: Work Status & Availability Update

Dear [Client Name],

We would like to update you that the assigned tasks have been completed, and the remaining activities (if any) are expected to be completed by [date] as per plan.

Post this date, we will have availability to take up additional work or support any upcoming requirements from your end.

Please feel free to let us know if there are any tasks where we can assist further. We will be happy to support.

Best regards,

[Associate Name]

Sample Combined Internal Email Draft (Final Version)

Subject: Job Completion, Client Confirmation & Team Availability Update

Dear [Team Leader / Reporting Manager],

Please find below the current status of the jobs assigned to our team:

- Job A: Completed
- Job B: Completed
- Job C: Expected to be completed by [date]

We have also checked with the client, and as of now, there are no additional jobs or upcoming requirements from their end.

Post [final completion date], our team will be fully available. We would be glad to support any additional tasks within the same team or extend support to other teams, as required. The team is also open and keen to learn new processes or assist wherever needed.

Kindly let us know how we can best utilize the team capacity.

Regards,

[Associate Name]