

Module 1: Effective Communication

1)Thank you Email:-

From: mjp26997@gmail.com

To: preeti@employabilitybridge.com

Cc: devyani@surgeforth.com , manoj@surgeforth.com ,
nikul@surgeforth.com

Subject : Thank you all for your continued support and teamwork

Dear Team,

Greetings of the day!!!

I am Really very thankful to you all for your support and efforts. I'm grateful to be working with such a committed group.

Let's keep up the great work together!!!

Thanks & Regards,

Monika Patel,

Mob: 9727275771

2)Reminder Email

From: bahucharindustries77@gmail.com

To: sselevator@hotmail.com

Cc: elecontechindia@gamil.com , salessselevator@gmail.com

Subject: Payment Reminder – Invoice (BI/SL-25-26/73) for Diverter Pulley

Dear Sir,

Greetings from Bahuchar Industries!!

Quality without compromise....!

Hope you are doing well. Just wanted to remind you about the payment of **₹7,68,000** for invoice number **(BI/SL-25-26/73)** for the diverter pulley. We'd appreciate it if you could arrange the payment at your earliest convenience.

Thank you for your support.

Thanks & Regards,

Monika Patel,

Marketing-Manager,

Web: www.elecontechindia.com

Mob: 9727275771

3) Quotation Email:

From: bahucharindustries77@gmail.com

To: atlaselevator@gmail.com , rotomachelevator@gmail.com

Cc: sales_atlaselevator@gmail.com , qc_atlaselevators@gmail.com

Subject :- Quotation for Diverter Pulley with price

Dear Sir,

Greetings from Elecontech India!!!

Quality without compromise....!

Thank you for your inquiry regarding the Diverter Pulley. Please find below the quotation details for your reference.

S.No	Product Name	Diameter	No of Grooves	Rope Dia	Shaft Size	Total Amount
1	Diverter Pulley	200 X 5 X 6.5	5	6.5mm	5cm Dia Both side 10cm	2200/-INR
2	Diverter Pulley	200 X 6 X 6.5	6	6.5mm	5cm Dia Both side 10cm	2350/-INR
3	Diverter Pulley	200 X 8 X 6.5	8	6.5mm	5cm Dia Both side 10cm	2450/-INR
4	Diverter Pulley	200 X 10 X 6.5	10	6.5mm	5cm Dia Both side 10cm	2700/-INR
5	Diverter Pulley	210 X 5 X 6.5	5	6.5mm	5cm Dia Both side 10cm	2250/-INR
6	Diverter Pulley	400 X 4 X 13	4	13mm	5cm Dia Both side 10cm	3700/-INR
7	Diverter Pulley	400 X 5 X 13	5	13mm	5cm Dia Both side 10cm	3900/-INR
8	Diverter Pulley	400 X 6 X 13	6	13mm	5cm Dia Both side 10cm	4550/-INR

We take pride in offering products of the best quality and ensuring timely delivery. If you require any additional information, clarification, or changes to meet your specific needs, please feel free to let us know we will be happy to assist you.

We look forward to your positive response.

Thanks & Regards,

Monika Patel,

HR-Executive,

Web: www.elecontechindia.com

Mob: 9727275771

4) Email Asking for a Status Update

From: mjp26997@gmail.com

To: devyani@surgeforth.com , nikul@surgeforth.com ,
manoj@surgeforth.com

Cc: preeti@employabilitybridge.com

Subject : Calling Progress Update – MRF Tyre Dahej Candidates

Dear Team,

Greetings of the day!!!

I hope you are doing well. I am following up on the onboarding calls for the MRF Tyre Dahej candidates. Could you please provide an update on how many candidates have been contacted till now?

If there are any pending calls or difficulties, please let me know so I can support you in completing the task.

Looking forward to your update.

Thanks & Regards,

Monika Patel,

Recruitment-Team Leader

Web: www.employabilitybridge.com

Mob: 9727275771

5)Resignation Email

From: mjp26997@gmail.com

To: ambal@surgeforth.com , Emmanueljustus@surgeforth.com

Cc: surgeforthtechnologies@gmail.com ,
support@employabilitybridge.com

Subject : Resignation from Team Leader Role at Surge forth Technologies

Dear Ambal Sir,

Please accept this as my formal resignation from the position of **Team Leader** at **Surge forth Technologies**, effective **8th September 2025**. Due to personal reasons, I am unable to continue in my current role. I will complete pending tasks and ensure proper handover before my last working day.

Thank you for your guidance and support.

Thanks & Regards,

Monika Patel,

Recruitment-Team Leader

Web: www.employabilitybridge.com

Mob: 9727275771

