**Module 1: Effective Communication**

**1)Thank you Email:-**

**From:** [**mjp26997@gmail.com**](mailto:mjp26997@gmail.com)

**To:** [**preeti@employabilitybridge.com**](mailto:preeti@employabilitybridge.com)

**Cc:** [**devyani@surgeforth.com**](mailto:devyani@surgeforth.com) **,** [**manoj@surgeforth.com**](mailto:manoj@surgeforth.com) **,** [**nikul@surgeforth.com**](mailto: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**](mailto:bahucharindustries77@gmail.com)

**To:** [**sselevator@hotmail.com**](mailto:sselevator@hotmail.com)

**Cc:** [**elecontechindia@gamil.com**](mailto:elecontechindia@gamil.com) **,** [**salessselevator@gmail.com**](mailto: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,

https://www.elecontechindia.com/,

Mob: 9727275771

**3) Quotation Email:**

**From:** [**bahucharindustries77@gmail.com**](mailto:bahucharindustries77@gmail.com)

**To:** [**atlaselevator@gmail.com**](mailto:atlaselevator@gmail.com) **,** [**rotomachelevator@gmail.com**](mailto:rotomachelevator@gmail.com)

**Cc:** [**sales\_atlaselevator@gmail.com**](mailto:sales_atlaselevator@gmail.com) **,** [**qc\_atlaselevators@gmail.com**](mailto: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 Groovs** | **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](http://www.elecontechindia.com)

Mob: 9727275771

4) Email Asking for a Status Update

**From**: [mjp26997@gmail.com](mailto:mjp26997@gmail.com)

**To:** [devyani@surgeforth.com](mailto:devyani@surgeforth.com) , [nikul@surgeforth.com](mailto:nikul@surgeforth.com) , [manoj@surgeforth.com](mailto:manoj@surgeforth.com)

**Cc:** [preeti@employabilitybridge.com](mailto: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](http://www.employabilitybridge.com)

Mob: 9727275771

5)Resignation Email

**From:** [mjp26997@gmail.com](mailto:mjp26997@gmail.com)

**To:** [ambal@surgeforth.com](mailto:ambal@surgeforth.com) , [Emmanueljustus@surgeforth.com](mailto:Emmanueljustus@surgeforth.com)

Cc: [surgeforthtechnologies@gmail.com](mailto:surgeforthtechnologies@gmail.com) , [support@employabilitybridge.com](mailto: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](http://www.employabilitybridge.com)

Mob: 9727275771