1.

Sub: Qburst – Revised Working Time.

Hi Everyone,

This is to inform you that the working time period of Qburst has been revised as 8:30 am to 5:00pm by considering the issues related with traffic jam. The new time schedule will be in effect from the next week and will be continued till the end of the rainy season until we notify you. As per this, the lunch break will be reduced by ten minutes and it will be compensated with the ‘free breakfast’ break.

Thanks,

Krishnaveni P S

Qburst

2. Individual mails to each.

Sub: Congratulations

Hi Arun,

Qburst would like to appreciate you for the hard work and effort that was put into, for achieving the huge success of Customer billing project. We are expecting for same kind of wonders from you. All the best to you.

Thanks,

Krishnaveni P S

Qburst

3.

Sub: Request for conducting Training program

Hi Arun,

This is a request to you, for granting me the permission for conducting a three day training program (preferably Aug 10, 11, 12) which focuses on promoting communication skills, assertiveness, telephone etiquette and email writing, for my sixteen associates. I expect for a confirmation regarding the same within two days and the further clarifications will be given as soon as possible.

Thanks,

Krishnaveni P S

Qburst

4.

Sub: Permission for Meeting.

Hi Thejha,

I request you to grant me the permission to have a meeting to discuss about the project, that I was not able to complete by Monday being hospitalized due to malaria for the last week. I apologize you for the backup and I am confident to complete it by working overnight. Please do the needful.

Thanks,

Krishnaveni P S

Qburst

5. individual mail

Sub: Warning Letter.

Hi Arun,

As the team members fail to submit their weekly time sheets, it has been decided that any fail or delay in submitting the weekly time sheets will lead to loss of pay in every week. As these weekly time sheets are used to to bill the client we expect them to be very true to your knowledge including the actual working hours and not any default copy. Do the submissions by Friday itself.

Thanks,

Krishnaveni P S

Qburst

6.

Sub: Urgent.

Hi Arun,

As a part of the XYZ project to which you are alloted in the next three weeks, we want you to reach Seattle by this Saturday. We will make you know about the further details like duration of your stay and hotel for accommodation as soon as possible. You can collect your traveler’s cheque in the very next working day. Please ensure that the port of departure is Chennai and do prefer transit via Frankfurt.

Thanks,

Krishnaveni P S

Qburst

7.

Sub: Emergency Service Requirement.

Manager,

ITEX

This is to drag your attention to the issue that product that we bought from ITEX by last month was not working in a required way. When I tried to contact customer care, they put me through hold for 19 minutes after which I got disconnected. Even if I got a reply that ITEX will fix the issue within two days, for the email that I sent pointing on the same issue, the problem is still unresolved. Please do the necessary steps to vanish the issue immediately.

Thanks,

Krishnaveni P S

Qburst

8.

Sub: Invitation to watch movie.

Hi Everyone,

Being your project head, I invite all of you to watch a movie on Friday at forum mall and also for a dinner at hotel Chevron as a part of the team building activity. It is just a suggestion and let it be decided based on the poll result. Company cab services can be arranged to drop you all to your residence after the program. All of you answer the poll immediately and please confirm your participation.

Thanks,

Krishnaveni P S

Qburst

9.

Sub: New timing for Lunch break.

Manager

Qburst

This is to inform you that, as per the decisions taken in the meeting held on Jun 05, 2018, new timing for lunch break (12pm to 1pm) will be in effect from Jun 11, 2018 onwards.

Thanks,

Krishnaveni P S

Qburst

10.

Sub: Celebration Program

Hi Everyone,

In the pleasure of achieving a huge success in the Mobile alerts project, Qburst has decided to organize a celebration program on Jun 12, 2018, Tuesday at 8 pm. The venue is Hilton Tower. I invite your valuable presence to the occasion and to enjoy dinner with Qburst project team.

Thanks,

Krishnaveni P S

Qburst