

Sl No	Notification Event	Email Subject format	Email Body template
1	JR Assigned for Approval	[Action Required] Approval Needed for JR: EXP-2025-DU1-034	<p>Hi [Approver Name],</p> <p>You’ve been assigned a new Job Requisition. Please review the details below and take appropriate action.</p> <p><b>JR ID:</b> EXP-2025-DU1-034  <b>Role:</b> Senior Data Engineer  <b>Hiring Manager:</b> Priya R  <b>Location:</b> Bangalore  <b>Experience:</b> 6–9 years  <b>Mandatory Skills:</b> Python, SQL, Airflow</p> <p>Thank you,  HireX System  <i>This is a system-generated email. Please do not reply.</i></p>
2	JR Approved	JR EXP-2025-DU1-034 – Approved by [Approver Name]	<p>Hi [Submitter Name],</p> <p>Your JR has been approved.</p> <p><b>JR ID:</b> EXP-2025-DU1-034  <b>Approved By:</b> Sanjay M (CDO)  <b>Remarks:</b> Approved, good to go.</p> <p>You may proceed to the next step.</p> <p>Thank you,  HireX System  <i>This is a system-generated email.</i></p>
3	JR Rejected (w/ Remarks)	JR EXP-2025-DU1-034 – Rejected by [Approver Name]	<p>Hi [Submitter Name],</p> <p>Your JR has been <b>rejected</b> by [Approver Name].</p> <p><b>JR ID:</b> EXP-2025-DU1-034  <b>Remarks:</b> “Please revise the role title and job description.”</p>

			<p>Kindly update the JR and resubmit it for approval.</p> <p>Thank you, HireX System</p>
4	Pending JR Reminder	Reminder: JR EXP-2025-DU1-034 Still Awaits Your Review	<p>Hi [Approver Name],</p> <p>This is a reminder that the following JR is still pending your action:</p> <p><b>JR ID:</b> EXP-2025-DU1-034 <b>Assigned On:</b> 3 June 2025</p> <p>Please review it at your earliest convenience.</p> <p>Thank you, HireX System</p>
5	JR Status Change Notification	JR EXP-2025-DU1-034 – Status Changed: Assigned to Recruiter	<p>Hi [Submitter Name],</p> <p>JR status has been updated.</p> <p><b>JR ID:</b> EXP-2025-DU1-034 <b>New Status:</b> Assigned to Recruiter <b>Date:</b> 4 June 2025</p> <p>View details in the system.</p> <p>Regards, HireX System</p>
6	Auto-Assignment Notification to Recruiter Lead	JR EXP-2025-DU1-034 Assigned to You	<p>Hi [Recruiter Lead Name],</p> <p>You've been assigned as the recruiter for the following JR:</p> <p><b>Role:</b> Senior Data Engineer <b>Location:</b> Bangalore</p> <p>Please begin sourcing at your earliest convenience.</p> <p>Regards, HireX System</p>