### Thanks for Application

Trigger: Candidate receives this email when he fills the form on the website.

### 

Subject :-  **Techugo : Thank you For Applying**  
  
Hello <Candidate Name>  
  
We have received your application for the position of <Profile Name> under the experience range of <Experience Range>. We thank you for applying for being a part of Techugo.   
  
Techugo is a multinational firm headquartered in Toronto and specializes in bespoke mobile and web application development which runs on beautiful UI/UX.   
  
There can be 4-7 interview rounds for the profile of <Profile Name> and we expect that towards the end, we have you as a colleague in Techugo.   
We will begin the interview process and you will be notified via email/phone call soon.   
  
Best Regards

HR Team Techugo

### Interview Round Invitation to Candidate

**Subject:- Techugo Round <Round Number> Interview**  
  
Hello <Candidate Name>,  
  
In accordance with our last email, we are glad that your profile has been selected for further interview process.

Your Round <Round Number> interview has been scheduled for   
  
Date: <Interview Date>  
Time: <Time>  
Mode: <Interview Mode>  
  
Interviewer: <Interviewer Name>  
Designation: <Interviewer Designation>

You can reply to this email within 3 hours for any change in schedule.

To know more about Techugo visit:   
  
Website Link :   
Facebook :  
Linkedin :   
Instagram :   
  
ps: No show at the time of interview may lead to 6 Months ban from further applying to Techugo.

All the best for your interview.

Best Regards

HR Team Techugo

### 

### Rejection Mail

Subject :- Techugo Interview Feedback  
  
Hello <Candidate Name>,  
  
This is a hard email to write and even harder to let you know that your expertise and our requirement at Techugo do not have a match.  
We are sorry to let you know that your candidature has been rejected.   
  
We really appreciate your interest in joining Techugo. Your feedback for every round of interviews has been attached(pdf attachment) to this email so that you can hone the skills we believed you lagged a little.   
  
We would love to have you on our social channels and would be happy to be connected socially.   
  
Techugo Facebook:   
Techugo Linkedin:   
Techugo Instagram:   
  
AndroidNerds:   
iOSNerds:   
  
We wish you the very best and hope to work with you sometime in the future.   
  
Best Regards

HR Team Techugo

### Offer **Mail**

Trigger: When recruiter gives offer to Candidate.

Subject :- Techugo : Congratulations for being Shortlisted  
  
Hello <Candidate Name>,  
  
We are pleased to let you know that your interview rounds are completed and we have selected your profile as a potential candidate for the job.   
  
We are happy to offer you the position of <Offered Designation>  
  
Joining Date: <Joining Date>  
Offered Annual CTC: <Offered CTC>  
  
We will send a formal offer letter once you have accepted the offer.   
We will expect a reply to the email within 2 days, we have limited seats and this offer shall be withdrawn once we have confirmation from other shortlisted candidates.   
  
Congratulations again, and we believe that your knowledge, skills and experience would be an ideal fit for our team and we can grow in an inclusive and growth oriented environment of Techugo.   
  
We look forward to welcoming you to Team Techugo.   
  
Best Regards

HR Team Techugo

### Interviewer Email for Taking Interview

Subject :- Interview Planned for <Profile Name>, <Interview Date> <Interview Time>.

Hello <Interviewer Name>,  
  
We have a potential candidate for the profile of <Profile Name>   
  
Candidate Name: <Candidate Name>  
Interview Date: <Interview Date>

Interview Time: <Interview Time>  
  
Details are logged on your Interviewer Panel and we expect you to take the interview and log details on the panel.

Thank you for the cooperation.

Best Regards

HR Team Techugo

Interviewer Added

Trigger -New interviewer gets added on Panel

Subject :- Congratulations for being selected as an Interviewer of Techugo

Hello <Interviewer Name>,  
  
We are delighted to let you know that we trust you and your hiring capabilities to select the best candidate to be a part of Team Techugo.   
Hiring is one of the most important part of a company and we believe you would give your best in selecting the appropriate candidate.

You can login to your Interviewer Panel from the link below:   
  
Link:

Filling of the feedback form on the panel is mandatory to log your feedback.   
Thank you for the continued cooperation and all the best.

Best Regards

HR Team Techugo

3.If Interview is rescheduled:-

a)To the interviewer, only if interviewer is same and date and time is changed.

**In case interviewer is changed, then normal email would go to the interviewer.**

Subject :- Interview Rescheduled for <Profile Name>

Hello <Interviewer Name>,  
  
We have rescheduled the interview of <Candidate name> because of certain unavoidable circumstances.   
  
New Details:   
Candidate Name: <Candidate Name>  
New Interview Date: <New Interview Date>

New Interview Time: < New Interview Time>  
  
Details are logged on your Interviewer Panel and we expect you to take the interview and log details on the panel.

Thank you for the cooperation.

Best Regards

HR Team Techugo

3.If Interview is rescheduled:-

b)To the candidate

**Subject:- Techugo Interview Rescheduled, Round <Round Number> Interview**  
  
Hello <Candidate Name>,  
  
This is to notify that your interview has been rescheduled.

Your Round <Round Number> interview has now been scheduled for   
  
Date: <New Interview Date>  
Time: < New Time>  
Mode: <New Interview Mode>  
  
Interviewer: <New Interviewer Name>  
Designation: <New Interviewer Designation>

You can reply to this email within 3 hours for any change in schedule.   
  
ps: No show at the time of interview may lead to 6 Months ban from further applying to Techugo.

All the best for your interview.

Best Regards

HR Team Techugo

5.Joined(To the candidate)

Trigger: When recruiter adds Joining of the Candidate.

Subject :- Techugo : Congratulations for getting Selected in Techugo.   
  
Hello <Candidate Name>,  
  
We are glad to let you know that upon acceptance of your offer, we are happy to have you as a part of Techugo.  
We are happy to offer you the position of <Final Joined Designation>  
  
Joining Date: <Joining Date>  
Offered Annual CTC: <Joined CTC>  
  
Congratulations again, we look forward to a great journey together on the path of success and growth along with Techugo.

Best Regards

HR Team Techugo

6.Login credentials(To the interviewer)

Trigger: When interviewer adds his registered email.

Subject :- Techugo Login OTP for Interviewer Panel

Hello <Interviewer Name>,  
  
Please use OTP - <OTP> to login to your panel.

Remember to log interview feedback in the panel for every interview you take.   
  
All the best. Keep shining.

Best Regards

HR Team Techugo

7.Login credentials(To the recruiter)

Trigger: When HR adds [hr@techugo.com](mailto:hr@techugo.com) in email for login.

Subject :- Techugo Login OTP for Recruiter Panel

Hello HR,  
  
Please use OTP - <OTP> to login to you recruiter panel.   
  
Happy Hiring.

Regards  
Team Techugo