

### Reassignment of Task – Email Subject Header and Email Body

Scenario	Subject of email:	Body of email:	Email send to who?																					
<p>CO(A) &gt; CO(B)</p> <p>1. When CO(A) reassigns his/her tasks to CO(B).</p> <p>2. CO(B) will receive notification email on the reassignment.</p>	<p>“Task Reassignment: <u>Name of CO (A)</u> has reassigned tasks to <u>Name of CO(B)</u>”</p>	<p>“<u>Name of CO (A)</u> has reassigned the following tasks to you. Please complete the tasks before the expiry date.”</p> <table><tr><th>Name of Task</th><th>Expiry Date</th><th>Task Owner</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>	Name of Task	Expiry Date	Task Owner																			<p>Recipient: CO(B)</p> <p>CC: CO(A)</p>
Name of Task	Expiry Date	Task Owner																						
<p>CO(A) &gt; CO(B) &gt; CO(C)</p> <p>1. CO(A) assign tasks to CO(B), but CO(B) unable to complete the reassigned tasks.</p> <p>2. Manager intervene to reassign CO(A)’s tasks to CO(C)</p> <p>3. CO(C) will receive notification email of the newly reassigned tasks to CO(C).</p>	<p>“Task Reassignment: <u>Name of Manager</u> has reassigned <u>Name of CO(A)</u>’s tasks to <u>Name of CO(B)</u>”</p>	<p>“<u>Name of manager</u> has reassigned the following <u>Name of CO(A)</u>’s tasks to you. Please complete the tasks before the expiry date.”</p> <table><tr><th>Name of Task</th><th>Expiry Date</th><th>Task Owner</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>	Name of Task	Expiry Date	Task Owner																			<p>Recipient: CO(C)</p> <p>CC: CO(A) &amp; Manager</p>
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