

Reassignment of Task – Email Subject Header and Email Body

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