Subject Line: New Task Alert: [Task Subject]

Hi [Recipient Name],

You’ve got a new task to review. Here are the details:

Platform: [Platform Name]

Reviewer: [Reviewer Name]

Task Description:

[Task Description]

Due Date to Close:

[Due Date]

Please have a look and take the necessary steps.

Click Here to Login (Hyperlink this button to https://www.telosa.in/Login)

Assigned By,

[Name of Assignee]