

# EA Consultancy Ltd – Email Notification Templates

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## EMPLOYEE / COUNSELOR EMAILS

### 1 New Lead Assigned

Email

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Subject

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Dear {{EmployeeName}},

A new lead has been assigned to you.

#### Lead Details

- Name: {{LeadName}}
- Source: {{LeadSource}}
- Preferred Destination: {{Destination}}
- Lead Status: {{LeadStatus}}

Please contact the lead at the earliest and update the follow-up status in the system.

If you have any questions, feel free to reach out to your supervisor.

Best regards,

**EA Consultancy Ltd**

Lead Management System

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### 2 Follow-up Due Today

Email

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Subject

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Dear {{EmployeeName}},

This is a reminder that you have a follow-up scheduled **today**.

### **Lead Information**

- Name: {{LeadName}}
- Phone: {{Phone}}
- Last Status: {{Status}}

Please ensure the follow-up is completed and logged in the system.

Thank you for your dedication.

Regards,  
**EA Consultancy Ltd**

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### **3 Task Assigned**

Email

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Subject

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Dear {{EmployeeName}},

A new task has been assigned to you.

#### **Task Details**

- Title: {{TaskTitle}}
- Linked Student/Lead: {{ReferenceName}}
- Due Date & Time: {{DueDate}}

Please complete the task within the assigned deadline and update its status accordingly.

Best wishes,  
**EA Consultancy Ltd**

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### **4 Task Overdue**

Email

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Subject

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Dear {{EmployeeName}},

The following task is now overdue:

- **Task:** {{TaskTitle}}
- **Due Date:** {{DueDate}}

Please prioritize this task and update the status as soon as possible.

If there are any issues, inform your branch admin immediately.

Regards,  
**EA Consultancy Ltd**

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## 5 Student Assigned

Email

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Subject

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Dear {{EmployeeName}},

You have been assigned a new student.

### Student Information

- Name: {{StudentName}}
- Intended Destination: {{Destination}}
- Program Interest: {{Program}}

Please initiate communication and guide the student through the next steps.

Best regards,  
**EA Consultancy Ltd**

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## ADMIN (BRANCH) EMAILS

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## 6 Unassigned Leads Alert

Email

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Subject

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Dear {{AdminName}},

There are currently **{{Count}}** unassigned leads in your branch.

Please review and assign these leads to counselors to ensure timely follow-up.

Thank you for your prompt action.

Regards,  
**EA Consultancy Ltd**  
Branch Operations

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## 7 Overdue Tasks Summary

Email

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Subject

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Dear {{AdminName}},

This is to inform you that **{{Count}}** tasks in your branch are overdue.

We recommend reviewing task assignments and following up with concerned team members.

You can view the detailed list in the admin dashboard.

Regards,  
**EA Consultancy Ltd**

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## 8 Application Submitted

Email

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Subject

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Dear {{AdminName}},

An application has been submitted successfully.

**Student Name:** {{StudentName}}  
**University / Program:** {{ProgramName}}

Please review and ensure all required documentation is complete.

Best regards,  
**EA Consultancy Ltd**

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## **9 Daily Branch Performance Summary**

Email

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Subject

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Dear {{AdminName}},

Your daily performance summary for {{Date}} is now available.

### **Highlights**

- Leads Followed Up: {{LeadsFollowed}}
- Tasks Completed: {{TasksCompleted}}
- Pending Follow-ups: {{PendingFollowups}}

Please review the report and take necessary actions.

Regards,  
**EA Consultancy Ltd**

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## **SUPER ADMIN (HEAD OFFICE) EMAILS**

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## **10 New Branch Created**

Email

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Subject

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Dear {{SuperAdminName}},

A new branch has been added to the system.

### Branch Details

- Branch Name: {{BranchName}}
- Location: {{Location}}
- Admin Assigned: {{AdminName}}

The branch is now active and operational.

Regards,  
**EA Consultancy Ltd**

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### 11 Branch Performance Alert

Email

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Subject

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Dear {{SuperAdminName}},

Performance for **{{BranchName}}** is currently below expected benchmarks.

We recommend reviewing lead handling, task completion, and follow-up performance for this branch.

Please take necessary action.

Regards,  
**EA Consultancy Ltd**

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### 12 Commission Generated

Email

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Subject

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Dear {{SuperAdminName}},

A commission has been generated.

### Details

- Employee: {{EmployeeName}}
- Amount: {{Amount}}
- Period: {{Period}}

Please review and approve as per policy.

Regards,  
**EA Consultancy Ltd**

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### **1B Head Office Notice (Broadcast)**

Email

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Subject

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Dear Team,

{{NoticeMessage}}

Please ensure you read and follow the instructions carefully.

For any clarification, contact the Head Office.

Regards,  
**EA Consultancy Ltd**  
Head Office