**Task : 1.7.3**

To create an email template to attach negotiated offer to employee who to contact how to contact and the last date of acceptance.

The email should contain details of how and to where the employee can revert back regarding any clarifications, he/she may have.

Email should only be sent after approval from all concerned parties based on the Percentage of adjusted salary. Ex: if the percentage hike is greater than 15 % and less than 20% HR manager, Director and Managing director should approve .

Able to send email to employee to the email Id given by the employee