* Following emails can be customised to hold copy and messaging you want communicated to your employees
* Trigger email settings are blanket across each specific trigger email - ie, all ‘rejection’ emails will carry the same message, no matter where in a process flow they occur.
* If a trigger email is turned on, it will happen at each point the trigger is set to be released - ie, every act to approve/reject a nomination will trigger the associated emails to nominator/nominee if turned on.
* Similarly, if a trigger email is turned off, that notification will never be generated anywhere by the programme.
* You cannot move when each trigger email occurs from the nomination process.

***1 .Nomination Received****(sent to NOMINATOR at time of submission of nomination form)*

**SUBJECT - Thank you for your nomination**

Thanks for taking the time to nominate [nominee\_name] to receive a [award\_name] award.

The reference for this nomination is [nomination\_reference].

Kind Regards,

[scheme\_name]

***2. Nomination Approved****(sent to NOMINATOR at time of approval after review by designated approver)*

**SUBJECT - Your [rr\_name] nomination for [nominee\_name] was accepted**

You nominated [nominee\_name] on [nomination\_date] for a [award\_name].  
  
Thank you for your nomination, we are pleased to tell you, the nomination was approved!  
  
Kind Regards,  
[scheme\_name]  
  
***3. Nomination Rejected****(sent to NOMINATOR at time of rejection after review by designated approver)*

**SUBJECT - Your [rr\_name] nomination for [nominee\_name] was rejected  
  
Dear [nominator\_firstname],**

*Dear [nominator\_firstname],*

*You nominated [nominee\_name] on [nomination\_date] for a [award\_name].*

*Thank you for your nomination, unfortunately, this time the nomination was rejected, please contact [approver\_name] for further details if required.*

*Kind Regards,*

*[scheme\_name]*