

Subject: Task Assignment in JIRA

Hi [Team/Recipient's Name],

I hope this message finds you well.

I am writing to inform you that a new task has been assigned to you in JIRA. Below are the details for your reference:

- ****Task ID****: [Task ID]
- ****Task Summary****: [Brief Description of the Task]
- ****Due Date****: [Due Date]
- ****Priority****: [Priority Level]
- ****Description****: [Detailed Description of the Task]
- ****Assignee****: [Your Name/Assignee's Name]
- ****Labels/Tags****: [Relevant Labels/Tags]

Please review the task at your earliest convenience and let me know if you have any questions or need further clarification. Your prompt attention to this task is greatly appreciated.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company]