

# MEETING FOLLOW-UP EMAIL TEMPLATE

For a staff meeting to produce results and truly meet its objectives, leaders must send a follow up email after the meeting to attendees. The follow-up should provide an overview of what was discussed or decided, outline the assigned action items, provide any related documents or resources, and remind attendees of the date of the next meeting.

To: Meeting Attendees

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Subject: For Your Review - [Date] Meeting Follow-Up

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Hi [Employee Name],

Thank you for attending and participating in our most recent meeting. As promised, I have documented what was discussed, decided, and assigned to each of you in the attached document.

I'd ask that you please review it and reach out if you have any questions. I will be in touch with each of you between now and the next time we meet ([Date and Time]) to see how you are making out on your action items and to provide help as needed.

Until Next Time,  
[Your Name]