

Follow-up email template

Employees may use this as a template for writing a follow up email confirming the information that was shared verbally in a face-to-face meeting. This is often an important step to take, since written documentation may be needed at a later date. The items that are represented in this template are just suggestions, and the employee can add and delete items or change the wording as they see fit.

It is also recommended that employees carbon copy their personal email address so that they have an additional source of documentation, and that they [request a read receipt](#). To use this template, copy and paste the text below into an email and then update the information as needed.

Dear [\[Name\]](#)

Following our meeting today, I would like to follow up to confirm the contents of our discussion.

During the meeting you shared with me that [\[insert contents of discussion here\]](#).

I understand that moving forward my job expectations will change in the following ways [\[insert contents of discussion here\]](#).

I understand that our department leave time policies have changed in the following ways [\[insert contents of discussion here\]](#).

During the meeting you shared with me that my work schedule will now be [\[insert contents of discussion here\]](#).

I understand that the expectations for my work performance now include [\[insert contents of discussion here\]](#).

I understand that our department policies have changed in the following ways [\[insert contents of discussion here\]](#).

If the above information is not an accurate record of our conversation, please respond with the corrected information.

Sincerely,

[\[Signature\]](#)