

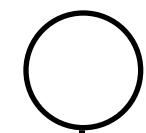


PERFORMANCE REVIEW CONVERSATION AND FUTURE PLAN

Follow up email

Immediately following a performance review conversation, recap the key points from the discussion in an email. This is about showing your team member that they've been heard.

Simplify your follow-up process by using an email template like the one below.



Hi [name]

Thank you for your openness and honesty during our discussion today. I appreciate your receptive attitude and willingness to learn.

To summarise, the key points we discussed included [insert your key points].

I have attached your Performance Review with both our feedback and the goals set.

Let's keep this as a regular item in our catch-ups.

Please let me know if you have any questions or comments.

Thanks
[Your name]

