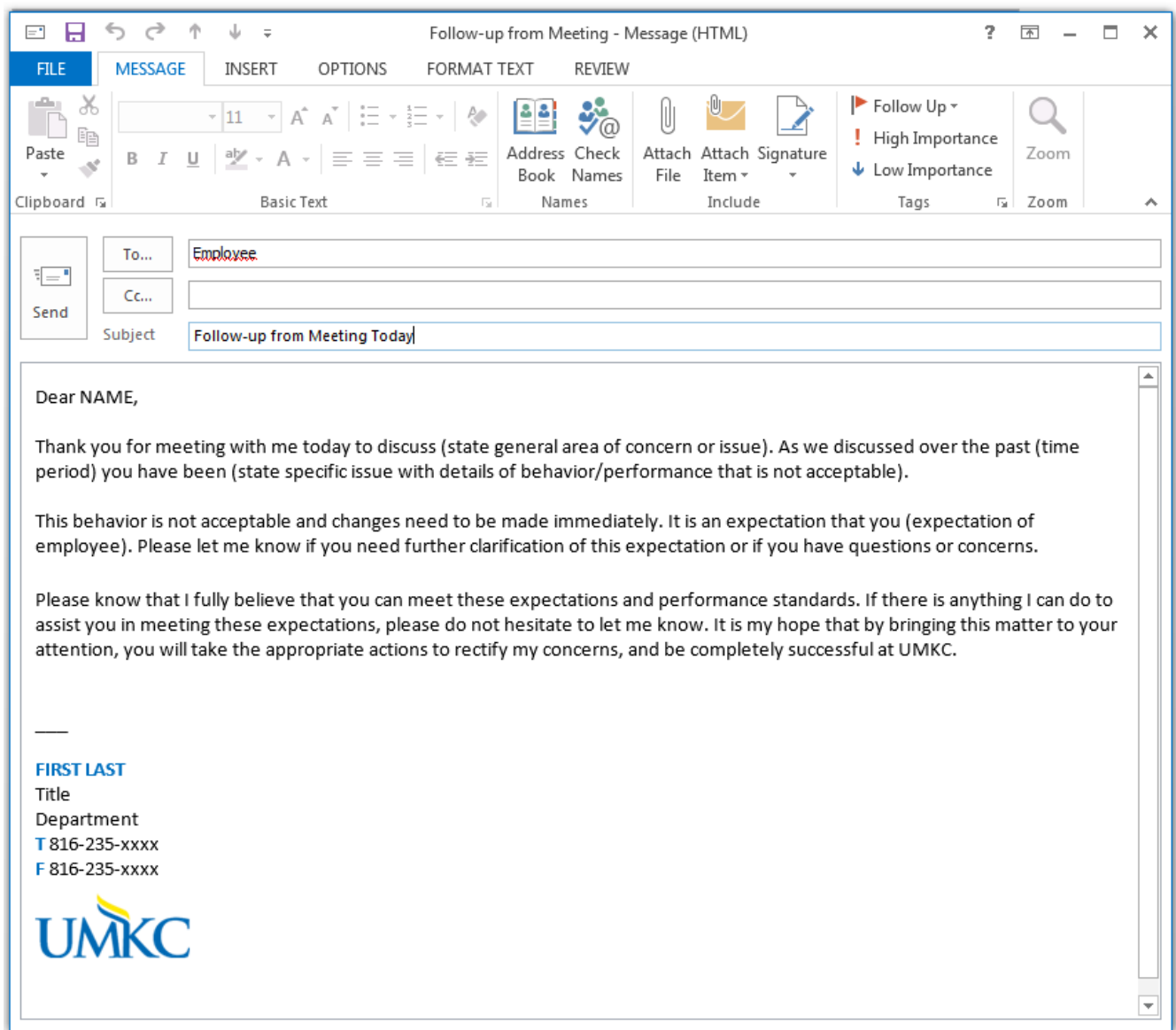


# Sample Follow-up Email

After meeting with an employee to discuss their poor performance, it's important to document the conversation in an email reiterating the behavior and expectations moving forward. Ideally, the email should be sent right after the meeting, but if time does not allow, it is still best to send the same day the conversation occurs. Here is a sample email to edit based on the situation.



The screenshot shows an email client window titled "Follow-up from Meeting - Message (HTML)". The interface includes a ribbon with tabs for FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, and REVIEW. The MESSAGE tab is active, showing a rich text editor with various formatting options like Bold, Italic, Underline, and text color. The email fields are filled with the following information:

- To: Employee
- Cc: (empty)
- Subject: Follow-up from Meeting Today

The email body contains the following text:

Dear NAME,

Thank you for meeting with me today to discuss (state general area of concern or issue). As we discussed over the past (time period) you have been (state specific issue with details of behavior/performance that is not acceptable).

This behavior is not acceptable and changes need to be made immediately. It is an expectation that you (expectation of employee). Please let me know if you need further clarification of this expectation or if you have questions or concerns.

Please know that I fully believe that you can meet these expectations and performance standards. If there is anything I can do to assist you in meeting these expectations, please do not hesitate to let me know. It is my hope that by bringing this matter to your attention, you will take the appropriate actions to rectify my concerns, and be completely successful at UMKC.

—

**FIRST LAST**  
Title  
Department  
T 816-235-xxxx  
F 816-235-xxxx

