

Follow-up Email Template

Subject: Notes + next steps from today's healing circle

Hi team,

Thank you for sharing so openly today. Here's what we captured:

Themes

- [e.g., Need for clearer travel support]
- [e.g., Desire for rest after action]

Commitments

- Pause _____ until _____ (owner: _____)
- Delegate _____ to _____ by _____
- Resource _____ with _____

Please reply if we missed anything or if you need additional care.

With gratitude,

[Name]