**PROJECT DEBRIEF
EMAIL TEMPLATE**

*Send out an internal email to employees after completing the debrief meeting.*

*Include a summary of the project and a link to the debrief report.*

PROJECT NAME

Provide a project name or ID number.

DEBRIEF SUMMARY

Provide a brief description of what happened and whether future status updates will be provided.

ACTION ITEMS

List any action items assigned in the debrief meeting and assignees.

LINK TO DEBRIEF REPORT

Let employees know where they can access the debrief information.

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