

Dear [Recipient's Name],

Thank you once again for your valuable participation in the recent planning meeting for our upcoming [exercise name] Tabletop Exercise.

Your insights and contributions are important to the success of this exercise, and we appreciate your commitment.

During our meeting, we discussed various aspects of the tabletop exercise, including scenario details, objectives, and the overall structure.

As we move forward, it's essential to outline the next steps to ensure a smooth and effective execution. Please find below a summary of the follow-up action items:

Review of Scenario Details:

Take a moment to review the detailed scenario description we discussed during the planning meeting.

If you have any additional insights or considerations related to the scenario, please feel free to share them by [insert date].

Team Roles and Responsibilities:

Confirm your designated roles and responsibilities for the tabletop exercise.

Notify us of any adjustments needed or if you have identified specific tasks, you'd like to take ownership of.

Communication Protocols:

Familiarize yourself with the communication protocols outlined in the presentation.

If you have suggestions or specific insights on enhancing communication strategies, please share them by [insert date].

Pre-Exercise Materials:

Ensure you have access to and review any pre-exercise materials provided.

If you encounter any challenges or have questions during the review, do not hesitate to reach out for clarification.

Additional Resources:

If there are any additional resources or materials you believe would be beneficial for the exercise, kindly share your recommendations by [insert date].

Confirm Participation:

Confirm your availability and participation in the tabletop exercise scheduled for [insert date and time].

Notify us in advance if there are any scheduling conflicts or unforeseen circumstances that may affect your participation.

Feedback and Suggestions:

We welcome any feedback or suggestions you may have regarding the planning process or the exercise itself.

Your insights are valuable in refining our approach and ensuring a successful tabletop exercise.

In addition to the follow-up action items, please find attached the meeting minutes, which include a detailed summary of our discussions, action items, and assigned individuals responsible for each task. We have also scheduled the next planning meeting for [insert date and time].

If you have any questions or require additional information, please feel free to reach out to [insert contact person and their contact details].

Thank you once again for your dedication to the safety and preparedness of our organization. We look forward to a successful tabletop exercise.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]