

Subject: Tabletop Exercise Debrief – [Exercise Name]

All,

Thank you for your active participation in the [Exercise Name]. These exercises are essential for strengthening the resilience and preparedness for our organization.

In preparation for the debrief, we ask that everyone complete the Feedback survey, if you didn't already the day of the exercise. You should be receiving a calendar invite for the debrief scheduled [Insert date] at [Insert time]. The debrief will be held [select one: on-site at [enter location] OR virtually via Microsoft Teams].

[Feedback Survey Link](#)

If you have any questions or require further clarification on any aspect of the exercise or the debrief, reach out to [Insert contact or department name]. Your feedback is highly valued and contributes to our ongoing efforts to enhance our response capabilities.

Thank you for your commitment to ensuring our organization's readiness.

Best Regards,

[Your Name]

[Your Title]

[Your Contact Information]