



## **Client 360 Degree Feedback - Thank You Letter Templates to Participants**

### 1. Sample email 1: Pre 360-degree feedback session

Send a thank you to those who are being asked to participate in the 360 process and have agreed to do so. The email also lets them know that the feedback session is confidential and their input is of value to you. Please use these as a guide and feel free to use your own words.

Dear [Participant],

Thank you for taking time to provide your feedback as part of a 360-degree feedback process I am participating in for my own growth and development as a leader. Your information will be kept confidential and provided anonymously in a feedback report developed by my coach Donna Karaba from Karaba Consulting.

I have met with Donna and am confident you will be comfortable speaking with her. The feedback will impart insights as to where I might wish to modify my behavior and way of being to demonstrate my values and lead most effectively.

Please feel free to be open and honest in your feedback interview. Thank you again for your participation.

### 2. Sample email 2: Post 360-degree feedback interview

Following the 360-feedback session, it is a good idea to send a thank you to each participant interviewed. Participants expect to see changes based on the feedback they provided, therefore the thank you also serves the purpose of managing their expectations. You are not going to act upon every suggestion provided, but you will act upon certain key areas that have been outlined. You can also ask them for their support in helping you grow in specific key areas.

Dear [Participant],

Thank you for your time in participating in the 360-degree feedback interview with my coach, Donna Karaba. Donna is analyzing the results and within the next few weeks will provide me with an aggregate report and we will then create an action plan. I would like to enlist your help in ensuring my success and will share my plan with you.

Please look for an update within the month. Thank you again for your participation and support.



# KARABA CONSULTING

Executive Coaching for Authentic Leadership

## **Client 360 Degree Feedback - Thank You Letter Templates to Participants - Continued**

### 3. Sample email 3: Post 360-degree feedback report and action planning

After you have received your 360-degree feedback report it is ideal to thank participants in person with an explanation of what insights you gained and what you intend to act upon. This can provide another opportunity to have an open discussion to receive more feedback.

Dear [Participant],

Thank you again for taking the time to provide your feedback during the 360-degree process led by my coach, Donna Karaba, Karaba Consulting. Your perspective and insights regarding my leadership role at [Company] was very helpful. Your confidential input aggregated with other input has shed light on both my strengths and areas of improvement.

I am now actively working with my coach and the suggestions provided in the 360-degree report. I now appreciate my strengths more and will use these to develop the area of [area of development; specific leadership skill].

Thank you again for your participation in this process and for your support in my professional development as a leader.