



Post-presentation follow-up

DIRECTIONS

This email template is designed to help you follow up after your presentation about Atlassian Cloud to keep the ball moving with your leadership team. Replace all [**text**] with your own unique content and feel free to tweak the template to better reflect your business' specific needs. Replace the resource links below if there are others more relevant to your goals or migration needs.

We recommend sending your follow-up email within two business days of your presentation to keep up momentum for your project.

Dear [**name**],

Thank you for taking the time to join me for my presentation about migrating [**product name**] to Atlassian Cloud. It was a pleasure speaking with you.

During the presentation, you brought up excellent questions about [**topic/lingering question**]. I did some research and discovered [**answer**].

When we met, we decided the next steps were [**next step #1**] and [**next step #2**]. I have [**started working on/tasked a person or team on**] [**next step #1**] and [**started working on/tasked a person or team on**] [**next step #2**]. I expect to have [**answers/recommendations/a plan**] by [**date**].

I also wanted to send over a couple of resources that provide additional context about Atlassian Cloud:

- [What's new and better in Atlassian Cloud? \(ebook\)](#)
- [Which Atlassian plan is right for you? \(quiz and blog post\)](#)
- [There's no place like cloud: 6 graphs that prove it \(blog post and charts\)](#)

I've sent over an invite for a follow-up meeting at [**time, date**] to go over [**anything you've been tasked with after first meeting**]. I look forward to chatting!

Sincerely,

[**name**]