Feedback Template

Email template for university staff to use when forwarding either constructive or positive feedback to colleagues.

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Constructive Feedback:

Hi [STAFF\_MEMBER],

I hope you are well. I am emailing you in relevance to a piece of constructive feedback that has been received from [COURSE\_INFO].

The feedback received was as follows:

[INSERT\_ FEEDBACK]

Please follow up on this feedback by taking the following actions:  
 - [INSERT\_ACTION]

- [INSERT\_ACTION]

- [INSERT\_ACTION]

I’d appreciate it if you could provide an update by [DATE].

Thank you,

[SENDER]

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Positive Feedback:

Hi [STAFF\_MEMBER],

I hope you are well. I am emailing you in relevance to a piece of positive feedback that has been received from [COURSE\_INFO]. The feedback is as follows:

[INSERT\_ FEEDBACK]

[INSERT\_PERSONAL\_COMMENTS]

Many thanks,

[SENDER]