

# Stakeholder Decision Summary

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Decision Summary for [Change Management Initiative]

## Overview

This document summarizes the key decisions made by stakeholders regarding the [Change Management Initiative].

## Decisions Made

- **Decision 1:** [Brief description of the decision]
- **Decision 2:** [Brief description of the decision]
- **Decision 3:** [Brief description of the decision]

## Rationale

[Brief explanation of the reasons behind the decisions made]

## Next Steps

[Outline the action items and responsible parties for implementation]

## Conclusion

Thank you for your continued support and collaboration in this initiative.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]