

Counseling Meeting Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Counseling Session

Dear [Recipient's Name],

Thank you for attending the counseling meeting on [Insert Date of Meeting]. I appreciate your openness and commitment to discussing your concerns.

During our session, we talked about [briefly summarize key points discussed]. As we discussed, it is essential to [mention any action items or recommendations].

Please remember that I am here to support you, and I encourage you to reach out if you have any further questions or if you need assistance with [mention any specific areas of focus or follow-up actions].

Let's plan to meet again on [Insert Next Meeting Date], but feel free to contact me sooner if you need to talk.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]