SONIKA'S ACADEMY • WORKPLACE COMMUNICATION WORKBOOK

Follow-Up Email Kit

Ready-to-send templates, a tracker and practice, for working professionals

PART 1

6 Fill-in-the-Blank Templates

Replace the words in [brackets] and send.

1. Waiting for your manager's feedback

Subject: Follow-up: **[topic]**

Hi **[Name]**,

I hope you're having a good week. I'm writing about **[topic]** that I shared on **[date]**. When you have a moment, could you please **[what you need]** by **[date]**? It will help me **[reason]**.

Thank you.

Regards, **[Your name]**

2. Checking on a colleague's delayed task

Subject: Quick check-in: **[task]**

Hi **[Name]**,

How is **[task]** going? I wanted to check if you are facing any problems. I need it by **[date]** to **[reason]**. Happy to help if needed.

Thanks, **[Your name]**

3. Reminding a client about a payment

Subject: Friendly reminder: Invoice **[number]** due on **[date]**

Dear **[Name]**,

I hope you're well. This is a friendly reminder that invoice **[number]** for **[amount]** was due on **[date]**. Could you please confirm when the payment will be made? I have attached the invoice again for your convenience.

Thank you for your support.

Kind regards, **[Your name]**

4. After sending a job application

Subject: Following up: **[Job title]** application

Dear **[Name]**,

I applied for the **[Job title]** position on **[date]** and wanted to confirm that you received my application. I am very interested because **[one reason]**. Please let me know if you need anything else from me.

Thank you for your time.

Kind regards, **[Your name]**

5. After a networking chat

Subject: Great speaking with you, **[Name]**

Hi **[Name]**,

It was nice speaking with you **[where/when]**. I enjoyed our conversation about **[topic]**. As promised, I'm sharing **[link or resource]**. I'd be happy to stay in touch.

Best wishes, **[Your name]**

6. After a meeting: confirming action points

Subject: Meeting summary and next steps: **[topic]**

Hi all,

Thank you for joining today. Here is a quick summary:

1. **[Action]** – **[Owner]** – **[Date]**
2. **[Action]** – **[Owner]** – **[Date]**
3.
4. Please reply if I missed anything.
5.
6. Regards, **[Your name]**

PART 2

8 Subject Lines You Can Reuse

#	Reusable Subject Line Formula
1	Follow-up: **[topic]**
2	Quick check-in: **[task]**
3	Friendly reminder: **[topic]** due **[date]**
4	Checking in on **[topic]**
5	Following up: **[Job title]** application
6	Next steps: **[topic]**
7	Action needed by **[date]**: **[topic]**
8	Thank you and follow-up: **[topic]**

PART 3

Follow-Up Tracker

Print this or copy it into a notebook so you never forget to follow up.

Date sent	To whom	Topic	1st follow-up date	2nd follow-up date	Reply received?

Date sent	To whom	Topic	1st follow-up date	2nd follow-up date	Reply received?

PART 4

Practice (Rude to Polite)

Rewrite each sentence so it sounds polite.

1. “You didn’t reply to my email.”

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2. “Reply fast. It’s urgent.”

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3. “Why are you ignoring me?”

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4. “I already told you this.”

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5. “Send me the file now.”

Answer key (one possible answer for each)

1. “I wanted to check if you had a chance to see my earlier email.”
2. “Could you please reply by 5 p.m. today? It is time-sensitive.”
3. “I understand you must be busy. I would appreciate a quick update when possible.”
4. “Just to repeat the key point from my earlier email: [point].”
5. “Could you please send me the file when you have a moment?”

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