

Hi [Current Manager Name] and [Direct Report Name],

I'm booking an hour for the three of us to do a manager hand-off meeting.

In this meeting, I'd like for us to review [Name Direct Report]'s:

- Most recent performance/360 review cycle feedback
- Recent feedback, current projects, and tasks
- Professional goals and growth areas
- History at the company (tenure, managers, teams, etc)

The goal of our meeting is to create a smooth and transparent transition where I can get up to speed on [Direct Report Name]'s career progress and goals. I've started this 1-1 doc [\[Insert link to doc\]](#) for you both to add any information you'd like to share.

[Direct Report Name], I'm looking forward to learning how I can best support you going forward!

Best,