MICHAEL REIMER.AI

Workforce Briefing Client Email Pack

AI INNER CIRCLE · WEEKLY INTELLIGENCE

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Subject: A workforce question for [Company Name]

Hi [First Name], I am preparing a focused briefing on [Role Family] hiring conditions in [Region]. What is the one talent question currently slowing a decision at [Company Name]? Reply with the question, and I will confirm whether it fits the research scope.

2

Subject: Your [Region] workforce brief scope

Hi [First Name], the proposed brief will examine [Research Question] for [Role Family] in [Region]. It will include named sources, a concise interpretation, key limitations, and recommended next actions. Please reply approved or send any scope changes by [Date].

3

Subject: We need one detail before research begins

Hi [First Name], before we begin the [Brief Name], please confirm the primary decision this research should support: [Decision Type]. We also need your target geography, hiring timeline, and preferred delivery date. You can submit those details here: [Form Link].

4

Subject: Your workforce briefing is underway

Hi [First Name], research for [Brief Name] has started. We are reviewing information related to [Role Family], [Industry], and [Region], then synthesizing it around your question: [Research Question]. The planned delivery date is [Delivery Date].

5

Subject: Your [Brief Name] is ready

Hi [First Name], your workforce briefing is ready: [Report Link]. Start with the section titled [Priority Section], which addresses the decision you identified during intake. After reviewing it, book a discussion here: [Calendar Link].

6

Subject: Three questions after your workforce brief

Hi [First Name], did the [Brief Name] clarify your decision about [Decision Type]? Which finding was most useful, what still feels uncertain, and what market should we examine next? Reply directly, or share feedback here: [Feedback Link].

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Subject: Should we monitor this market for you?

Hi [First Name], the conditions around [Role Family] in [Region] may continue to change. We can update the briefing on a [Monthly or Quarterly] schedule and highlight only material changes, implications, and recommended actions. Would you like a scope for ongoing monitoring?

8

Subject: A sample talent brief for [Company Name]

Hi [First Name], I created a sample workforce brief covering [Role Family] in [Region]. It shows how we turn named sources into a short decision-focused analysis for [Buyer Type]. You can review the sample here: [Sample Link].

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Subject: Closing the loop on [Brief Name]

Hi [First Name], I am closing the current follow-up for [Brief Name]. If [Research Question] becomes a priority again, reply with your new deadline and I will reopen the request. You can also submit a different market question here: [Form Link].