New hire check-in email

Send on the last day of week one, then at 30, 60 and 90 days after the start date. For hourly roles with high early attrition, add a check-in at the end of week two on the floor.

END OF FIRST WEEK

Subject: How was your first week, [First Name]?

Hi [First Name],

You've made it through week one. How's it going?

I'd like to hear what's been good, what's been confusing, and anything you need that you don't have yet (access, equipment, an introduction to someone). Nothing is too small.

We have our one-to-one on [Day and Time]. If it's easier, reply here with a few lines beforehand and we'll pick it up then.

Thanks for a great start,

[Manager Name]

30-DAY CHECK-IN

Subject: Your 30-day check-in

Hi [First Name],

It's been about a month since you joined, and I'd like to set aside 30 minutes to talk about how things are going. I've booked [Day and Time]; move it if it doesn't suit.

A few things I'd like to cover, so you can think about them ahead of time:

- Is the job what you expected when you accepted the offer?
- What has helped you most so far, and what has slowed you down?
- Do you have what you need from me, [Buddy Name] and the team?
- Which of your [30-Day Goals] feel on track?

[Optional: Before we meet, please fill in this short form, about five minutes: [Form Link].]

Talk soon,

[Manager Name]

60 AND 90 DAY CHECK-IN

Subject: Your [60 / 90]-day check-in

Hi [First Name],

You're coming up on [60 / 90] days, which is a good moment to step back. I've put [Day and Time] in our calendars.

This time I'd like to talk about:

- Progress on the goals we set at 30 days: [Goal Summary]
- What you'd like to take on next
- Anything about the role, team or company that still doesn't make sense
- [90 days: how your probation or introductory period review will work]

Please come with your own view of how it's going. I'll share mine too, so there are no surprises.

Thanks,

[Manager Name]

TWO-QUESTION PULSE (HOURLY / HIGH-VOLUME)

Subject: [First Name], quick question about your first [Number] weeks

Hi [First Name],

You've been with us at [Site] for [Number] weeks. Two quick questions, under a minute:

1. On a scale of 1 to 5, how is the job going so far?
2. What's one thing we could do better for new team members?

Answer here: [Form Link]

Your answers go to [HR / Site Leadership] so we can fix problems early. If something needs attention now, call [Contact Name] at [Phone Number].

Thanks,

[Company] People Team

SUBJECT LINE IDEAS

- How was your first week, [First Name]?
- Your 30-day check-in
- Let's catch up: your [60 / 90]-day check-in

• Quick question about your first weeks

• How's it going so far?

• Checking in on your first month

• Time for your [90]-day conversation

SMS / WHATSAPP VERSION

Hi [First Name], it's [Company]. You've been with us [Number] weeks now. How's it going? Two quick questions, under a minute: [Form Link]. Need help with anything right now? Reply here. Reply STOP to opt out.

Placeholders to replace: [First Name], [Manager Name], [Buddy Name], [Day and Time], [30-Day Goals], [Goal Summary], [Form Link], [Site], [Number], [Contact Name], [Phone Number], [Company]