# Onboarding buddy introduction email

Brief the buddy one to two weeks before the start date. Send the introduction to the new hire three to five days before day one, and have the buddy follow up within a day.

## MANAGER INTRODUCES THE BUDDY

**Subject: Meet [Buddy Name], your onboarding buddy**

Hi [First Name],

I'd like to introduce you to [Buddy Name], who'll be your buddy for your first [Number] weeks. I've copied them here.

[Buddy Name] is a [Buddy Job Title] and has been on the team for [Time on Team]. They're the person I'd go to for [Specific Strength, e.g. anything about how our ticketing system really works]. They'll help with the everyday questions: where things are, who to ask, how the team actually does things.

[Buddy Name], [First Name] joins us on [Start Date] as [Job Title]. [One line about the new hire, e.g. They're coming from a regional bank's operations team and know reconciliation inside out.]

You two will have lunch together on day one, and [Buddy Name] will set up a short check-in each week after that.

Thanks both,

[Manager Name]
[Manager Title]

## BRIEFING THE BUDDY

**Subject: Would you be [First Name]'s onboarding buddy?**

Hi [Buddy Name],

[First Name] [Last Name] joins as [Job Title] on [Start Date], and I'd love you to be their buddy for the first [Number] weeks. You'd be great at it, and it's good leadership experience.

What it involves:

- Lunch or coffee on their first day
- A 20 to 30 minute check-in once a week
- Being the person they can ask "silly" questions
- Telling me if they seem stuck or unhappy (not reporting on performance; that's my job)

It should take about [Hours] hours a week in the first two weeks, then less. I've adjusted [Workload / Targets] to allow for it.

Can you let me know by [Reply Date]? If the timing is bad, no problem.

Thanks,

[Manager Name]

### HELLO FROM THE BUDDY

**Subject: Hi from [Buddy Name], your onboarding buddy**

Hi [First Name],

[Manager Name] mentioned you're starting on [Start Date]. I'm [Buddy Name], and I'll be your buddy for the first few weeks.

I joined [Time Ago], so I remember how much there is to take in. Some honest tips:

- [Practical Tip, e.g. The coffee on the 3rd floor is better.]
- [Work Tip, e.g. Nobody expects you to understand the dashboards in week one.]
- [Culture Tip, e.g. People use chat for almost everything; email is for external stuff.]

I'll meet you at [Location / Video Link] at [Time] on your first day, and we'll grab lunch. Before then, feel free to text me at [Buddy Phone] or message me with anything at all.

See you soon,

[Buddy Name]

### FRONTLINE PEER BUDDY

**Subject: Your buddy on the floor: [Buddy Name]**

Hi [First Name],

When you finish training and join [Team / Shift] on [Production Start Date], [Buddy Name] will be your buddy for your first [Number] weeks on the floor.

[Buddy Name] has worked here [Time on Team] and [Specific Strength, e.g. has some of the best quality scores on the team]. For your first few shifts, you'll sit next to them, and they'll help with calls you're unsure about, system shortcuts and the questions you might not want to ask a supervisor.

If you have any concerns along the way, you can always come to me too.

[Supervisor Name]
[Supervisor Title], [Site]

## SUBJECT LINE IDEAS

- Meet [Buddy Name], your onboarding buddy
- Your buddy for your first weeks
- Hi from [Buddy Name], your buddy
- Would you be [First Name]'s onboarding buddy?
- Introducing your go-to person on [Team Name]
- Your buddy on the floor: [Buddy Name]
- Someone to show you the ropes

## SMS / WHATSAPP VERSION

Hi [First Name], it's [Buddy Name] from [Company]. I'll be your onboarding buddy. I'll meet you at [Location] at [Time] on [Start Date] and we'll grab lunch. Text me here with any questions before then. Reply STOP to opt out.

Placeholders to replace: [First Name], [Last Name], [Buddy Name], [Buddy Job Title], [Time on Team], [Job Title], [Start Date], [Production Start Date], [Manager Name], [Manager Title], [Supervisor Name], [Team Name], [Location], [Time], [Buddy Phone], [Company]