One-on-one meeting request email

Send a recurring 1:1 invite in a new hire's first week or when a manager takes over a team. Send a one-off request at least a day ahead, never "can we talk at 4?" an hour before.

STARTING RECURRING 1:1S

Subject: Setting up our weekly 1:1

Hi [First Name],

I'd like to set up a regular 1:1 with you: [Duration] every [Day] at [Time], starting [Start Date]. I've sent a calendar invite.

This is your time more than mine. Typical topics: what's going well, what's getting in your way, questions about priorities, and where you want to grow. I'll keep a shared notes doc so we can both add items during the week.

If the slot doesn't work with your shift, suggest another and I'll move it.

Thanks,
[Manager Name]

ONE-OFF CHECK-IN

Subject: Quick check-in on [Day]?

Hi [First Name],

Could we grab [Duration] on [Day] at [Time]? Nothing to worry about. I'd like to hear how [Project or Topic] is going and whether you need anything from me.

If there's something else on your mind, bring it along.

[Manager Name]

RAISING A CONCERN

Subject: Time to talk on [Day]

Hi [First Name],

I'd like to meet on [Day] at [Time] for [Duration] in [Location or Video Link]. I want to talk about [Topic, e.g. the last few weeks of schedule adherence] and hear your side before we decide anything.

This isn't a disciplinary meeting. My goal is to understand what's happening and agree on next steps together. If you'd like to bring notes or data, please do.

Thanks,

[Manager Name]

NEW MANAGER INTRODUCING 1:1S

Subject: Getting to know you: first 1:1

Hi [First Name],

As your new manager, I'm booking a first 1:1 with each person on the team over the next two weeks. Yours is [Day] at [Time] for [Duration].

Three things I'd like to learn: what you work on day to day, what you think the team does well, and what you'd change if it were up to you. No preparation needed.

After this we'll agree on a regular rhythm that suits you.

Looking forward to it,
[Manager Name]

SUBJECT LINE IDEAS

- Setting up our weekly 1:1
- Quick check-in on [Day]?
- Our 1:1 this week
- Getting to know you: first 1:1
- Time to talk on [Day]
- Agenda for Thursday's 1:1
- Moving our 1:1 to [New Time]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Manager Name]. Can we do a [Duration] check-in on [Day] at [Time]? Nothing wrong, just want to hear how things are going. Reply if the time doesn't work.

Placeholders to replace: [First Name], [Manager Name], [Duration], [Day], [Time], [Start Date], [Project or Topic], [Topic], [Location or Video Link], [New Time]