

Onboarding buddy introduction email template

Introduce a new hire to their peer buddy and explain what the buddy is for.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

An onboarding buddy is a peer, not the manager, who answers the questions new hires feel silly asking: where the good coffee is, how to book a room, who actually knows how the expense tool works. Buddy programs help new hires get productive faster and feel less alone, and they cost almost nothing.

The introduction email does two jobs. It tells the new hire who their buddy is and that it's fine to ask anything. It also tells the buddy what's expected, which is usually a first-day lunch or coffee, a short check-in each week for the first month, and being available on chat. Send it to both people together, from the manager or HR.

Version 1: Introduction to both

SUBJECT Meet your onboarding buddy, [Buddy first name]

Hi [New hire first name] and [Buddy first name],

[New hire first name], I would like to introduce [Buddy full name], who will be your onboarding buddy for your first [30/60/90] days. [Buddy first name] has been on the [Team] team for [Time] and knows how things really work around here.

A buddy is your go-to person for everyday questions, such as how to find things, who to ask about what, and how we do things that aren't written down anywhere. No question is too small.

[Buddy first name], thank you for doing this. Could you:

- Have lunch or a coffee with [New hire first name] on their first day, on us
- Check in for 15 minutes once a week for the first month
- Let me know if you spot anything I can help with

[New hire first name] starts on [Date]. I will add you both to a short calendar invitation for that first day.

[Manager or HR name]

Version 2: Remote buddy introduction

SUBJECT Your buddy for the first month: [Buddy first name]

Hi [New hire first name],

Starting remotely means you can't just lean over and ask someone a quick question, so we pair every new hire with a buddy. Yours is [Buddy full name], a [Buddy title] who has been with us for [Time].

[Buddy first name] will send you a message on your first day and set up a video coffee. After that, message [him/her/them] anytime with questions about tools, people, or how we work.

[Buddy first name] is copied here. Over to you two!

[Manager name]

Subject lines to try

- Meet your onboarding buddy, [Buddy first name]
- Your buddy for the first month: [Buddy first name]
- [New hire first name], meet [Buddy first name]
- Introducing your onboarding buddy
- A friendly face for your first weeks

How to personalize it

- Choose buddies who volunteered and have been in the role at least six months.
- Pick someone outside the new hire's reporting line.
- Give the buddy a small budget for lunch or coffee.
- Thank buddies publicly at the end of the program.

Mistakes to avoid

- Making the buddy responsible for training or performance feedback.
- Assigning the same person as buddy over and over.
- Introducing the buddy after the first week, when the awkward questions have already piled up.
- Leaving the buddy without guidance on what to do.

When to send it

Three to five days before the start date, so the buddy can reach out on day one. For remote hires, send it at the same time as the first-day instructions .

| Before you hit send

- The start date, time, and address match the offer letter and the manager's calendar.
- Form I-9 instructions point to the official document list without naming specific documents.
- The manager and the buddy have seen the message and know their part.
- Portal links work from a personal email account, since the new hire has no company login yet.
- Nothing asks a nonexempt new hire to do unpaid work before day one.

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