

New hire 30-day check-in email template

A manager or HR check-in at the end of the first month to catch problems early.

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

When to use this template

The first month is when new hires decide whether they made the right choice. Problems that come up early, such as unclear expectations, missing tools, or a role that doesn't match the job description, are easy to fix in week four and very hard to fix in month six. A structured check-in surfaces them.

Use one version from the manager to book a conversation, and another from HR asking for quick, private feedback on the onboarding experience. The HR version gives new hires a safe place to raise concerns about their manager, which they would never put in the manager's own check-in. Our retention strategies guide explains why early turnover is so expensive.

Version 1: From the manager

SUBJECT Let's talk about your first month

Hi [Employee first name],

It's hard to believe you have been here a month. I would like to set aside 30 minutes this week to talk about how it's going.

I will ask about:

- What's going well, and what's been harder than you expected
- Whether you have everything you need to do your job
- How the role compares to what we described when you were hiring
- What you want to focus on in the next 60 days

Come with questions too. I have put time on your calendar for [Day and time], but move it if it doesn't work.

[Manager name]

Version 2: From HR

SUBJECT How is your first month going? (3 quick questions)

Hi [Employee first name],

You have been at [Company] for about a month, and we would like to know how your start went. Your answers go only to the People team, and we use them to improve onboarding for everyone.

1. On a scale of 1 to 5, how well did your first month prepare you for your role?
2. What is one thing we should have done differently?
3. Is there anything you would like to talk about privately with HR?

Reply here or use this short form: [Link]. It takes about three minutes.

[HR contact name]
[Company]

Subject lines to try

- Let's talk about your first month
- How is your first month going? (3 quick questions)
- Your 30-day check-in
- One month in: how are things?
- Quick check-in on your first month

How to personalize it

- Ask how the role compares to how it was described in hiring.
- Keep the HR survey to three or four questions.
- Follow up on anything raised within a week.
- Repeat the check-in at 60 and 90 days.

Mistakes to avoid

- Turning the check-in into a performance review.
- Sharing the new hire's HR feedback with the manager without permission.
- Skipping it because the new hire seems fine.
- Asking questions you don't plan to act on.

When to send it

Between day 25 and day 35. Schedule it on the manager's calendar when the hire is made so it doesn't slip. Onboarding platforms and engagement tools can send the HR survey automatically.

| 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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