

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

Dear [Employee Name],

Congratulations on completing your first week with [Company Name]! We are thrilled to have you on the team.

We want to ensure you have everything you need to be successful. Please take a few moments to complete this brief First Week Check-In Survey. Your feedback is vital in helping us improve our onboarding process.

Survey Link: [Click Here to Start](#)

The survey covers:

- Your initial impressions of the company culture.
- The clarity of your role and responsibilities.
- The effectiveness of your training and equipment setup.

Please submit your responses by [Date]. If you have any immediate questions or concerns, feel free to reach out to your manager or the HR department.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]