

Subject: We value your feedback: Your onboarding experience

Dear [Candidate Name],

Welcome again to [Company Name]! We are thrilled to have you on the team.

Now that you have completed your first [Number] days, we would love to hear about your onboarding experience. Your feedback is essential in helping us improve the process for future team members.

Please take a few minutes to answer the following questions:

- How clear were the instructions provided before your first day?
- Did you feel welcomed by your manager and colleagues?
- Was the equipment and software you needed ready for you?
- What was the most helpful part of your orientation?
- Is there anything we could have done differently to make your start easier?

You can provide your feedback by replying to this email or by completing this brief survey: [\[Link to Survey\]](#).

Thank you for your time and for your contributions to the team so far.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]