

Subject: 90-Day Check-in: [Candidate Name]

Dear [Manager Name],

As [Candidate Name] completes their first 90 days as [Job Title], I am reaching out to see how the onboarding process has concluded and how they are settling into the team.

We would appreciate your feedback on the following:

- How would you rate their overall performance and integration so far?
- Have they met the initial goals set for the 90-day period?
- Are there any specific areas where additional support or training is needed?
- How well do they align with the company culture?

Additionally, I will be scheduling a brief meeting with [Candidate Name] to gather their perspective on the transition and their experience with our hiring process.

Please share your thoughts by [Date] or let me know if you would like to discuss this in person.

Best regards,

[Your Name]

[Your Title]

[Company Name]