

[Your Name]  
[Your Title]  
[Your Company Name]  
[Date]

[Employee Name]  
[Employee Job Title]

Dear [Employee Name],

Congratulations on completing your first 30 days with [Company Name]! We are very happy to have you on the team.

I am reaching out to see how your transition has been so far. This milestone is a great time to reflect on your initial training and integration into your role. Please take a moment to consider the following:

- Is the role matching the expectations set during the interview process?
- Do you have all the tools and resources you need to perform your tasks?
- Are there any areas where you feel you need additional training or support?
- How are you finding the company culture and your team dynamics?

I would love to schedule a brief 15-minute meeting later this week to discuss your experience and any feedback you might have. Please let me know a time that works best for you.

Thank you for your hard work and dedication during your first month. We look forward to your continued success here.

Best regards,

[Your Signature]  
[Your Printed Name]