**Email 5: 30-Day Touchpoint Email**

**When to send:** After one month  
**Purpose:** Reflect, get feedback, and align on growth

To: Employee E-mail ID

CC: HR Team/Employee manager E-mail Id (If required)

**Subject:** 30 Days at [Company Name] – Let’s Check In

Hi [Employee First Name],

Can you believe it’s been a month already? We’d love to connect and hear about your experience so far.

During our check-in, we’ll discuss:

* Highlights from your first month
* Questions or feedback you may have
* Your development plan for the next 60 days

Looking forward to catching up!

Best regards,  
[Your Name]