**Email 4: End of Week 1 Check-In**

**When to send:** End of first week  
**Purpose:** Feedback + support

To: Employee E-mail ID

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

**Subject:** How Was Your First Week at [Company Name]?

Hi [Employee First Name],

It’s hard to believe it’s already been a week! I’d love to hear how things are going so far.

* What’s been going well?
* Anything unexpected or confusing?
* Any resources or support you need?

We’re here to support you — let’s set up a quick check-in soon.

Best regards,  
[Your Name]