

Onboarding Process Review

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Review of Your Onboarding Process

Dear [Employee Name],

We hope this message finds you well. As part of our efforts to continually improve our onboarding process, we would like to gather your feedback regarding your experience so far.

Feedback Areas:

- Clarity of the onboarding materials
- Support from your onboarding buddy/mentor
- Integration into the team
- Overall satisfaction with the process

Please take a moment to share your thoughts on these areas and any additional feedback you may have. Your insights are invaluable in helping us enhance the onboarding experience for future employees.

Thank you for your cooperation!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]