

2 Email Template for Buddy Assignment for New Hire

Buddy Program Follow-up Email

Subject: Checking In: How's Your Buddy Program Experience?

Hi [New Hire Name] and [Buddy Name],

Hope you both are having a great week!

Adaface is checking in to see how the buddy program is going so far. We want to ensure it's a positive experience for everyone.

For [New Hire Name]:

- How helpful has [Buddy Name] been in getting you settled in?
- Are there any areas where you feel you need more support?
- Do you have any initial feedback on the onboarding process?

For [Buddy Name]:

- How is the buddy program experience from your side?
- Have you been able to connect with [New Hire Name] regularly?
- Are there any challenges you've encountered?

Please feel free to share any thoughts or suggestions you have. Your feedback is valuable and will help us improve the buddy program for future new hires.

Best regards,

The Adaface Team

Buddy Program Completion Email

Subject: Buddy Program Completion - [New Hire Name] & [Buddy Name]

Hi [New Hire Name] and [Buddy Name],

This email marks the official end of the buddy program for [New Hire Name]. We hope this program has been a valuable experience for both of you!

[Buddy Name], thank you for dedicating your time and effort to guide [New Hire Name] during their initial weeks. Your support has been instrumental in helping them settle in.

[New Hire Name], we hope you've benefited from [Buddy Name]'s guidance and insights. We encourage you to continue building upon the connections you've made.

While the formal program is concluding, we encourage you to maintain the connection and continue to support each other. Collaboration and knowledge-sharing are key to our team's success.

If you have any feedback on the buddy program, please don't hesitate to share it with [HR Contact/Relevant Person]. Your input helps us improve the program for future new hires.

Thanks again for your participation!

Best regards,