



One-On-One Introduction Email Templates



Standard Introduction Email

Team -

I've decided to start meeting with each member of the team on a weekly basis in meetings called One-On-Ones. I think this is a great way for us to maintain good, open communication, and continue to build our relationship. We'll be meeting for 30 minutes once a week, at a pre-scheduled time. It will be a private conversation - just you and I.

We will start 3 weeks from now.

The format of the 30 minutes will always be the same. The first 10 minutes are for YOUR agenda - anything you want to tell me, about anything. Your work, your family, your pets, your hobby, your challenges, your career, our working together. The primary focus of this One-On-One is going to be YOU. The middle ten minutes are for me, to share whatever I need to with you. We'll probably talk about projects you and I are working on, stuff I need from you, and things I've heard from up above. It will NOT be a team meeting with only one attendee; that is, I'm not just going to give you a ton of stuff to take notes on. The last 10 minutes are for us to talk about the future - your career, training, development, opportunities, etc. In my experience, a lot of the time you'll take 15 minutes, and I will too, so we won't get to the last segment. But that's okay, if we've covered what YOU want to cover, and I get a few minutes.

Some of you may say, "gee, we talk all the time." And, you'd be right, but a lot of those conversations are very short. And, they're usually about something very specific, so we don't get to share more info or go into more detail. Our One-On-Ones will allow us to do that.

Below is a schedule of possible times. I have already blocked all these times on my calendar, so I should be able to keep them. Maybe in the first few weeks, we will juggle things a bit, to figure out what works best for everyone.

I look forward to your replies requesting a time slot. Please reply to all so others will know that the time you've requested is taken.

Regards,



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Introduction Email For Remote Teams

Team -

I've decided to start meeting with each member of our remote team on a weekly basis in meetings called One-On-Ones. I think this is a great way for us to maintain good, open communication, and continue to build our relationship despite our geographic distribution. We'll be meeting for 30 minutes once a week, at a pre-scheduled time. It will be a private video conversation - just you and I.

We will start 3 weeks from now, giving everyone time to adjust their schedules accordingly.

The format of the 30 minutes will always be the same. The first 10 minutes are for YOUR agenda - anything you want to tell me, about anything. Your work, your family, your pets, your hobby, your challenges, your career, our working together. The primary focus of this One-On-One is going to be YOU. The middle ten minutes are for me, to share whatever I need to with you. We'll probably talk about projects you and I are working on, stuff I need from you, and things I've heard from leadership. It will NOT be a team meeting with only one attendee; that is, I'm not just going to give you a ton of stuff to take notes on. The last 10 minutes are for us to talk about the future - your career, training, development, opportunities, etc. In my experience, a lot of the time you'll take 15 minutes, and I will too, so we won't get to the last segment. But that's okay, if we've covered what YOU want to cover, and I get a few minutes.

Some of you may say, "gee, we already communicate through various channels." And, you'd be right, but a lot of those interactions are task-focused and brief. In a distributed team environment, these dedicated One-On-Ones will provide us with valuable face-to-face time that our digital workplace doesn't naturally create. These conversations will help us build stronger working relationships despite the physical distance between us.

Below is a schedule of possible times, accounting for our various time zones. I have already blocked all these times on my calendar, so I should be able to keep them. Maybe in the first few weeks, we will adjust things a bit, to figure out what works best for everyone.

I look forward to your replies requesting a time slot. Please reply to all so others will know that the time you've requested is taken.

Regards,



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Tips for Effective Introduction Emails

1. **Be clear about purpose:** Emphasize relationship-building over status updates
2. **Set realistic expectations:** Explain the format without overcomplicating it
3. **Provide choices:** Offer multiple time slots to accommodate preferences
4. **Address potential concerns:** Preemptively answer likely questions
5. **Use a warm, positive tone:** This is about improving communication, not adding bureaucracy
6. **Personalize as needed:** Consider individual modifications for team members with unique circumstances

Feel free to modify these templates to match your personal style and organizational culture. The key is to clearly communicate the purpose, format, and expectations of your One-On-Ones.