

# 1:1 Invite with Direct Report Template

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Subject: 1:1 Check-In – [Your Name] & [Direct Report's Name]

Hi [Direct Report's Name],

I hope you're doing well. It's time for our regular 1:1 check-in. I'd like to discuss your progress on current projects, any challenges you're facing, and your goals for the upcoming weeks.

Here's a brief agenda for our meeting:

1. Project updates and progress
2. Any roadblocks or challenges
3. Goals for the next period
4. Any additional support or resources needed

Can we meet on [suggest specific date and time]? If this doesn't work for you, please let me know your availability.

Looking forward to our conversation.

Best,

[Your Full Name]

[Your Position]

[Your Contact Information]

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