

IT Email Templates — 10 Common Scenarios

Ready-to-use professional email templates for developers — status updates, introductions, blockers, follow-ups.

<https://coderslingo.com/resources/cheatsheets/email-templates/>

1. Status update to your manager

Subject: Weekly update — [Project / Sprint]

Hi [Manager],

Quick update on [project]:

- Done: [shipped X, merged Y]
- In progress: [Z — on track for Friday]
- Blocked: [waiting on review from team A]

No major risks this week. Happy to go deeper in our 1:1.

Thanks,
[Your name]

Concise and scannable. Use bullets, lead with what is done, and flag risks honestly — surprises erode trust.

2. Introducing yourself to a new team

Subject: Hello from [Your name] — new [role] on the team

Hi everyone,

I'm [Your name], joining as [role] on [team]. I'll mostly be working on [area].

A bit about me: I've spent the last [N] years on [tech / domain], and I'm excited to dig into [project].

I'll be reaching out to set up some intro chats over the next week. In the meantime, please don't hesitate to ping me — I'd love to learn how I can help.

Looking forward to working with you all,
[Your name]

Warm and approachable. Keep it short, mention what you will work on, and invite contact.

3. Reporting a blocker

Subject: Blocked on [task] — need [decision / access]

Hi [Name],

I'm blocked on [task] and could use your help.

- What I'm trying to do: [goal]
- What's blocking me: [missing access / decision / dependency]
- What I need from you: [specific ask]
- Impact if unresolved: [delays X by Y]

I've already tried [what you attempted]. Could we resolve this by [date]?

Thanks,
[Your name]

Specific and solution-oriented. Show what you tried, name the exact ask, and quantify the impact.

4. Follow-up after no reply

Subject: Re: [Original subject]

Hi [Name],

Just floating this back to the top of your inbox in case it slipped through.

I'm still hoping to [original ask]. No rush if you're heads-down — just let me know roughly when you might get to it.

Thanks!

[Your name]

Light and no-pressure. Assume good faith — people are busy, not ignoring you. Never sound accusatory.

5. Asking for a code review

Subject: Review request: [PR title] ([#number])

Hi [Name],

Could you review [PR link] when you have a moment? It [what it does] and touches [area].

- Size: [~N lines], should take about [10 min]
- Focus areas: [the logic in X / the migration in Y]
- Context: [linked ticket / design doc]

No rush — by [day] would be great. Thanks!

[Your name]

Respectful of their time. State the size, point to focus areas, and give a soft deadline.

6. Requesting a deadline extension

Subject: [Task] — request to move the deadline

Hi [Name],

I want to flag this early: [task] is going to need more time than planned.

- Reason: [unexpected complexity / scope grew / a dependency slipped]
- New realistic date: [date]
- What I can deliver by the original date: [partial / a smaller scope]

I'd rather give you an accurate date now than a surprise later. Does the revised plan work?

Thanks for understanding,

[Your name]

Proactive and honest. Flag early, give a reason, propose a realistic new date, and offer a partial deliverable.

7. Escalating an issue

Subject: Escalation: [issue] affecting [system / customer]

Hi [Name],

I'm escalating [issue] because [why it can't wait — customer impact / blocked release].

- Summary: [what is happening]
- Impact: [who / what is affected, severity]
- What's been tried: [steps so far]
- Decision needed: [the specific call you need from them]

Available to jump on a call now if helpful.

Thanks,

[Your name]

Calm, factual, urgent — not panicked. State impact and the exact decision needed. Escalation is responsible, not a failure.

8. Declining a request politely

Subject: Re: [Request]

Hi [Name],

Thanks for thinking of me for [request]. Unfortunately I won't be able to take this on right now – I'm fully committed to [current priority] through [date].

If it's still open after that, I'd be glad to help. In the meantime, [alternative person / suggestion] might be a good option.

Sorry I can't do more on this one.

Best,

[Your name]

Kind but clear. Say no without over-apologising, give a brief reason, and offer an alternative where you can.

9. Thanking someone

Subject: Thank you — [what they helped with]

Hi [Name],

Just wanted to say thank you for [helping me debug X / the thorough review / covering for me].

It genuinely [saved me hours / unblocked the release / made the code much better]. I appreciate you taking the time.

Owe you one!

[Your name]

Specific and genuine. Name exactly what they did and the concrete difference it made.

10. Out-of-office / handoff

Subject: Out of office [dates] — handoff details

Hi team,

I'll be out from [start] to [end], back on [date].

While I'm away:

- [Name] is covering [area] – reach out to them for [X]
- [Project] is paused / [the next step is in the ticket]
- For anything urgent, contact [Name / on-call]

I won't be checking messages, but everything in-flight is documented in [link].

Thanks,

[Your name]

Clear and reassuring. Name a contact for each area and link to documentation so nothing stalls.

