

Date: [Date]

To: [Receiving Mentor Name]

From: [Current Mentor Name]

Subject: Performance Transfer for Mentee: [Mentee Name]

Dear [Receiving Mentor Name],

This letter serves as a formal transfer of the mentorship assignment for [Mentee Name], effective [Date]. As I transition this responsibility to you, I am providing a summary of their performance and progress to date.

Core Objectives Achieved:

- [Objective 1]
- [Objective 2]

Key Strengths:

- [Strength 1]
- [Strength 2]

Areas for Continued Development:

- [Development Area 1]
- [Development Area 2]

Current Status:

[Mentee Name] is currently working on [Specific Project or Goal]. They have shown [Brief Evaluation of Attitude/Performance].

I have attached the mentee's recent progress reports and meeting logs for your review. Please let me know if you require any further clarification regarding their development plan.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]