

[Date]

[New Producer Name]

[Office Address]

Dear [New Producer Name],

Welcome to [Insurance Agency Name]. I am pleased to inform you that I will be serving as your mentor as you begin your career as an insurance producer with our team.

The first few months in the insurance industry are critical for building a strong foundation. My role is to help you navigate our product offerings, understand our underwriting processes, and develop effective sales strategies. I am here to provide guidance, share industry best practices, and support your professional growth.

To get started, I would like to schedule a brief meeting on [Date] at [Time] to discuss your goals and set a schedule for our weekly check-ins. During this time, we will review your training roadmap and address any immediate questions you may have.

I look forward to working closely with you and helping you achieve success within our agency. Please feel free to reach out to me at [Phone Number] or [Email Address] if you need anything before our meeting.

Best regards,

[Mentor Name]

[Mentor Title]

[Insurance Agency Name]