

Subject: Welcome to the Mentorship Program - Assignment Notification

Dear [Name],

I am pleased to inform you that you have been officially matched for our Mentorship Program. Based on your goals and background, we believe this partnership will be highly beneficial for your professional development.

Assignment Details:

- **Mentor:** [Mentor Name]
- **Mentee:** [Mentee Name]
- **Program Duration:** [Start Date] to [End Date]

Next Steps:

1. **Initial Outreach:** The [Mentor/Mentee] should reach out via email by [Date] to schedule an introductory meeting.
2. **Meeting Frequency:** We recommend meeting at least [Number] times per month.
3. **Goal Setting:** During your first session, please review the Mentorship Agreement and establish your primary objectives.

Attached to this email, you will find the program handbook and a guide for your first meeting. If you have any questions regarding your assignment or the program structure, please contact [Coordinator Name] at [Email Address].

We look forward to seeing the growth and success resulting from this collaboration.

Best regards,

[Your Name]
[Your Title]
[Organization Name]