

Date: [Date]

To: [New Employee Name]

From: [Mentor Name]

Subject: Welcome to the [Company Name] Human Resources Team!

Dear [New Employee Name],

Welcome to the team! My name is [Mentor Name], and I am thrilled to be your assigned Peer Mentor as you begin your journey in our HR department.

Starting a new role can be overwhelming, and my goal is to help you navigate your first few weeks. Think of me as your "go-to" person for any questions you might have-whether they are about our specific HR software, office culture, or simply where to find the best coffee nearby.

I would like to schedule a brief meeting or lunch during your first week to introduce myself properly and see how you are settling in. In the meantime, please feel free to reach out to me via email at [Mentor Email] or stop by my desk at [Location/Office Number].

We are very happy to have you with us, and I look forward to working alongside you.

Best regards,

[Mentor Name]

[Mentor Job Title]

[Company Name]