

Subject: Welcome to the Team! | Your Mentorship Program

Dear [New Hire Name],

Welcome to [Company Name]! We are thrilled to have you join us as a [Job Title].

To help you transition smoothly into your new role, I am pleased to introduce you to your mentor, [Mentor Name]. [Mentor Name] is a [Mentor Job Title] on the [Department] team and has been with the company for [Time Period].

The goal of this mentorship is to provide you with a dedicated point of contact for any questions you may have, help you navigate our company culture, and support your professional growth during your first few months here.

What to expect:

- A formal introduction meeting during your first week.
- Regular check-ins to discuss your progress and challenges.
- Guidance on internal processes and team dynamics.

Your mentor will be reaching out to you shortly to schedule an initial coffee chat or meeting. In the meantime, feel free to connect with them via email at [Mentor Email Address].

We are committed to your success and are excited to see the impact you will make here.

Best regards,

[Your Name]
[Your Title]
[Company Name]