

Dear [Participant Name],

Welcome to the [Company Name] Corporate Mentor Program! We are excited to have you join us for this session.

The goal of this program is to foster professional growth, encourage knowledge sharing, and strengthen our workplace community. Based on your profile and professional goals, we have finalized your pairing for the upcoming cycle.

Your Partnership Details:

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

Next Steps:

1. Reach out to your partner within the next [Number] days to introduce yourself.
2. Schedule your initial "Chemistry Meeting" to discuss expectations and meeting frequency.
3. Review the attached Program Guidelines and Goal Setting Worksheet.

We will host a virtual Kick-off Orientation on [Date] at [Time] via [Platform] to provide further details and answer any questions.

Thank you for your commitment to professional excellence and supporting the growth of our team.

Best regards,

[Your Name/Program Coordinator]

[Your Title]

[Company Name]