

Subject: Welcome to the team! I'm your Peer Mentor

Dear [New Employee Name],

Welcome to [Company Name]! My name is [Mentor Name], and I am thrilled to be your Peer Mentor as you start your remote journey with us.

I know that starting a new job from home can feel a bit overwhelming, so I am here to help you navigate our company culture, internal tools, and any day-to-day questions you might have. Think of me as your "go-to" person for the informal stuff that isn't always in the handbook.

To get started, I would love to hop on a quick video call to introduce myself and answer any immediate questions you have. Are you available at [Time/Date] via [Zoom/Teams/Slack]?

In the meantime, feel free to reach out to me via [Slack/Email/Internal Chat] at any time. No question is too small!

I'm looking forward to working with you and helping you settle in.

Best regards,

[Mentor Name]

[Job Title]

[Company Name]