

Subject: Welcome to [Company/Organization Name] - Your Mentorship Starts Today!

Dear [Mentee Name],

Welcome to the team! My name is [Mentor Name], and I am excited to be your Support Mentor during your first week and beyond.

My goal is to help you navigate your new role, introduce you to our company culture, and ensure you have everything you need to succeed. Think of me as your primary point of contact for any questions you might have, no matter how small.

Our First Week Schedule:

- **Initial Check-in:** [Date/Time] via [Meeting Link/Location]
- **Tools and Access Review:** [Date/Time]
- **End-of-Week Sync:** [Date/Time]

To get started, please feel free to reach out to me via [Email/Slack/Phone] if you encounter any roadblocks today. I have also attached a brief "First Week Checklist" to help you keep track of your onboarding tasks.

I am looking forward to working with you and seeing the great things you will contribute to [Department Name].

Best regards,

[Mentor Name]
[Mentor Job Title]
[Company Name]