

Dear [New Employee Name],

Welcome to [Company Name]! We are thrilled to have you join our team.

As part of our onboarding process, I have been assigned as your Workplace Culture Peer Mentor. My role is to help you navigate our company environment, introduce you to our core values, and help you feel at home within our community.

In the coming weeks, I will be your point of contact for non-technical questions, such as:

- Understanding our team traditions and social norms.
- Navigating the office or remote communication channels.
- Learning about company events, clubs, or volunteer opportunities.
- General tips on "how things work" around here.

I would like to schedule a brief meeting or coffee chat during your first week to introduce myself properly and answer any initial questions you might have about our workplace culture.

I look forward to meeting you and helping you get settled!

Best regards,

[Mentor Name]

[Job Title]

[Department]