

Subject: Welcome to the Team! | Your Onboarding Mentor

Dear [New Employee Name],

Welcome to [Company Name]! We are thrilled to have you join the [Department Name] team as our new [Job Title].

My name is [Mentor Name], and I have been assigned as your integration mentor. My role is to help you navigate your first few weeks, introduce you to our company culture, and answer any questions you may have as you settle in.

To get started, I have scheduled a brief introductory meeting for us on [Date] at [Time] via [Location/Meeting Link]. During this time, we will go over your initial schedule and I can show you around the [Office/Digital Workspace].

In the meantime, if you have any urgent questions before your start date, please feel free to reach out to me at [Email Address] or [Phone Number].

I look forward to meeting you and helping you get off to a great start!

Best regards,

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