

Subject: Welcome to the team! | I am your Mentor

Dear [New Team Member Name],

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

My name is [Mentor Name], and I have been assigned as your mentor to help you transition into your new role. My goal is to support you during your first few weeks, answer any questions you may have, and introduce you to our company culture and workflows.

I would like to schedule a brief introductory meeting with you on [Date] at [Time] via [Location/Meeting Link]. During this time, we can discuss:

- Your initial onboarding schedule
- Key tools and systems we use
- Any immediate questions you have about your role
- How we can best work together during your mentorship period

In the meantime, please feel free to reach out to me via email or [Internal Messaging Platform] if you need anything at all.

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

Best regards,

[Mentor Name]

[Job Title]

[Phone Number/Contact Info]