

Confirmation of Enrollment

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to confirm your enrollment in the Employee Mentorship Program for the [Insert Year/Season]. Your commitment to professional development and your eagerness to grow within our organization is highly commendable.

Your assigned mentor is [Mentor's Name], who will be reaching out to you soon to discuss goals and expectations for the program. We encourage you to take full advantage of this opportunity.

If you have any questions or require further information, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]