

Introduction Letter for Mentorship Program

Date: [Insert Date]

To: [Mentor's Name]

Subject: Introduction for Mentorship Program Participation

Dear [Mentor's Name],

I hope this message finds you well. My name is [Your Name], and I am excited to have the opportunity to participate in the Employee Mentorship Program at [Company Name]. As an [Your Position/Title] with [Number of Years] years of experience, I am eager to learn and grow under your guidance.

I am particularly interested in [specific areas or skills you want to develop], and I believe your expertise in [Mentor's Area of Expertise] will be invaluable to my professional development.

I look forward to the possibility of collaborating with you and gaining insights that will help me in my career journey. Thank you for considering this opportunity, and I hope to hear from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]