

# Progress Report

Date: [Insert Date]

To: [Mentor's Name]

From: [Your Name]

## **Subject: Progress Report for [Employee's Name] - Mentorship Program**

Dear [Mentor's Name],

I am writing to provide an update on the progress of [Employee's Name] in the mentorship program. Over the past [duration, e.g., month/quarter], [Employee's Name] has shown commendable dedication and growth in various areas as outlined below:

### **Key Achievements:**

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

### **Areas of Improvement:**

- [Improvement Area 1]
- [Improvement Area 2]

### **Next Steps:**

Moving forward, we will focus on the following goals to ensure continued growth:

- [Next Step 1]
- [Next Step 2]

Please feel free to reach out if you require any further information or wish to discuss this report in more detail.

Thank you for your support and guidance.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]