

Mentor Assignment Letter

Date: [Insert Date]

Dear [Franchise Staff Name],

Welcome to [Franchise Name]! We are excited to have you join our team. To support your transition into your new role, we are pleased to assign you a mentor who will guide you during your onboarding process.

Mentor Details:

- **Name:** [Mentor Name]
- **Position:** [Mentor Position]
- **Email:** [Mentor Email]
- **Phone:** [Mentor Phone]

Your mentor will be available to assist you with any questions you may have, share insights about our culture, and help you navigate your initial period here. It's a great opportunity for you to learn and grow within the franchise.

We encourage you to reach out to your mentor as you settle in, and to take full advantage of their experience and knowledge.

Once again, welcome to the team! We look forward to your contributions to [Franchise Name].

Sincerely,

[Your Name]

[Your Position]

[Franchise Name]