

Progress Review Discussion

Date: [Insert Date]

Dear [Mentee's Name],

I hope this message finds you well. As we approach our scheduled progress review, I wanted to take a moment to outline the key points we will discuss during our meeting.

Agenda for the Discussion

- Review of Goals Set
- Achievements and Milestones
- Challenges Faced
- Areas for Improvement
- Next Steps and Future Goals

Please come prepared with your reflections on the past few months, including what you feel has been your biggest success and what areas you'd like to focus on moving forward.

I look forward to our discussion and am excited to hear your thoughts!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]