

# Approval for Mentor Assignment

Date: [Insert Date]

To: [Mentor's Name]

From: [Your Name]

Subject: Approval for Mentorship Role

Dear [Mentor's Name],

We are pleased to inform you that your role as an experienced mentor has been officially approved. Your extensive knowledge and skills will significantly contribute to the growth and development of our team.

The mentorship program aims to:

- Enhance team collaboration and communication.
- Foster professional development and skill enhancement.
- Promote a culture of continuous learning and improvement.

Your first session is scheduled for [Insert Date]. We look forward to your positive impact on our team dynamics.

Thank you for your commitment to excellence.

Sincerely,

[Your Name]

[Your Position]

[Company Name]