

# Letter of Role Clarification

Date: [Insert Date]

To: [Mentor/Mentee Name]

From: [Your Name]

Subject: Clarification of Roles in the Mentorship Program

Dear [Mentor/Mentee Name],

I hope this message finds you well. As we embark on this mentorship journey together, I wanted to take a moment to clarify our respective roles to ensure a productive relationship.

## **Mentor's Role:**

- Provide guidance and support based on your expertise.
- Share resources and opportunities for learning.
- Encourage and challenge the mentee to achieve their goals.

## **Mentee's Role:**

- Actively engage in discussions and seek feedback.
- Set personal and professional goals to work towards.
- Follow through on commitments and be open to learning.

Please feel free to reach out if you have any questions or if there's anything specific you would like to discuss further. I look forward to our collaboration and learning from each other.

Best regards,

[Your Name]

[Your Position/Title]

[Your Contact Information]