

Welcome to Our Team!

Dear [New Hire's Name],

We are excited to welcome you to [Company Name]! As part of our commitment to your professional development, we have assigned you a mentor to guide you through your onboarding process.

Your mentor will be [Mentor's Name], [Mentor's Position]. They will assist you with any questions regarding your role and help you integrate into our company culture.

We encourage open communication, so please feel free to reach out to [Mentor's Name] at [Mentor's Email] or [Mentor's Phone Number].

Your mentorship will last for the first [duration, e.g., three months], where you will have regular check-ins to discuss your progress and any challenges you may face.

We are thrilled to have you on board and can't wait to see you thrive!

Best Regards,
[Your Name]
[Your Position]
[Company Name]