

Meeting Schedule for Mentor-Mentee Program

Dear [Mentee's Name],

I hope this message finds you well. I am writing to confirm our upcoming meeting as part of the Mentor-Mentee Program.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location/Platform for Virtual Meeting]

Please come prepared with any questions or topics you would like to discuss during our session. I am looking forward to our conversation and to supporting you in your professional development.

Best regards,

[Your Name]

[Your Position/Title]

[Your Contact Information]