

Probation Advising for Mentorship Assignment

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Subject: Mentorship Assignment During Probation Period

Dear [Employee Name],

We hope this message finds you well. As part of your probationary period with [Company Name], we would like to assign you a mentor who will assist you in your transition and development within the organization.

Your assigned mentor, [Mentor's Name], will guide you in understanding your role, expectations, and the company culture. We believe this mentorship will be a valuable resource for you as you navigate your initial months with us.

Please schedule a meeting with [Mentor's Name] by [Insert Deadline] to discuss your goals, challenges, and any questions you may have.

We are committed to supporting your success during this probationary period and beyond. Please feel free to reach out to me if you have any further questions or need assistance.

Thank you, and we look forward to your growth in our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]