

Retail Mentorship Program Outline

Date: [Insert Date]

Dear [Mentee's Name],

Welcome to the Retail Mentorship Program! We are excited to have you on board. Below is a detailed outline of what you can expect throughout this mentorship journey:

Program Objectives

- Develop retail skills and knowledge.
- Enhance customer service techniques.
- Build a professional network.
- Prepare for leadership roles in retail.

Program Structure

- **Duration:** [Insert Duration]
- **Frequency of Meetings:** [Weekly/Bi-weekly/etc.]
- **Meeting Format:** [In-person/Virtual]

Mentorship Activities

1. One-on-One Meetings
2. Job Shadowing Opportunities
3. Workshops and Training Sessions
4. Networking Events

Goals and Expectations

As a mentee, we encourage you to set personal goals for this program and be proactive in seeking guidance.

Contact Information

If you have any questions, feel free to reach out at [Insert Email] or [Insert Phone Number].

Thank you for being a part of the Retail Mentorship Program. We look forward to a productive and enriching experience!

Sincerely,

[Your Name]
[Your Title]
[Company Name]