

Mentorship Assignment Letter

Date: [Insert Date]

Dear [Employee's Name],

Welcome to [Company Name]! We are excited to have you on board with our transport team.

As part of our commitment to your professional development, we have assigned you a mentor to assist you during your onboarding process. Your mentor is [Mentor's Name], who has extensive experience in the transport department and will be a valuable resource for you.

Your mentor will be reaching out to you shortly to schedule an introductory meeting. This will be an excellent opportunity for you to discuss your goals, ask questions, and gain insights about the team and company.

We believe that mentorship is crucial for growth and success within our organization, and we encourage you to take full advantage of this opportunity.

If you have any questions or need further assistance, please feel free to reach out to me directly.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]