

# Job Training Program Mentor Assignment

Date: [Insert Date]

Dear [Mentor's Name],

We are pleased to inform you that you have been selected as a mentor for our Job Training Program. Your experience and expertise will be invaluable to the participants, and we are excited about the positive impact you will make.

As a mentor, your primary responsibilities will include:

- Guiding participants in their professional development.
- Providing feedback and support throughout the program.
- Facilitating workshops and training sessions.

We will be holding an orientation meeting on [Insert Date] at [Insert Time] to discuss the program details and your role as a mentor. Your participation is highly encouraged.

Thank you for your commitment to helping others grow both personally and professionally. We look forward to your involvement in the program.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]