

Dear [Employee's Name],

We are excited to introduce our Mentoring Program designed to foster professional growth and enhance employee engagement across our organization.

This program pairs employees with experienced mentors who can provide guidance, share knowledge, and help navigate career paths. We believe that through this initiative, employees will feel more connected and supported in their roles.

Program Details:

- Duration: [Insert Duration]
- Frequency of Meetings: [Insert Frequency]
- Eligibility: [Insert Eligibility Criteria]

We encourage you to participate actively in this opportunity for personal and professional development. To sign up or learn more, please visit [insert link] or contact [insert contact person].

Thank you for being a valued member of our team. We look forward to your engagement in the Mentoring Program!

Best regards,

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