

Announcement: Launch of Internal Mentoring Program

Dear Team,

We are excited to announce the launch of our Internal Mentoring Program aimed at fostering professional growth and development within our organization. This program will pair employees with experienced mentors to help them enhance their skills, gain insights, and navigate their career paths effectively.

Key Details:

- **Program Start Date:** [Insert Date]
- **Duration:** [Insert Duration]
- **Eligibility:** All employees

We encourage everyone to participate, whether as a mentor or a mentee. This is a great opportunity to learn, share experiences, and build meaningful connections.

For more information, please attend the information session scheduled on [Insert Date & Time] or contact [Insert Contact Information].

Thank you for your commitment to personal development and to our community!

Best regards,

[Your Name]

[Your Position]

[Company Name]