

Announcement: Launching Our Employee Mentoring Scheme

Dear Employees,

We are excited to announce the launch of our new Employee Mentoring Scheme designed to foster personal and professional growth within our organization.

The mentoring program will pair experienced employees with those looking to expand their skills and advance their careers. Our goal is to create a supportive environment that encourages knowledge sharing and collaboration.

Program Details:

- **Start Date:** January 15, 2024
- **Duration:** 6 months
- **Eligibility:** All employees are encouraged to participate

If you are interested in becoming a mentor or a mentee, please fill out the attached application form by December 20, 2023.

We believe that this initiative will not only enhance individual development but will also strengthen our team as a whole. Thank you for your continued commitment to our company.

Best regards,

[Your Name]
[Your Position]
[Company Name]