

# Mentorship Program Details

Dear [Mentor/Mentee's Name],

We are excited to welcome you to our Mentorship Program! Below, you will find the key details regarding the program.

## Program Overview

The Mentorship Program aims to connect experienced professionals with individuals seeking guidance in their career journey.

## Program Duration

The program will run from [start date] to [end date].

## Meeting Frequency

Mentors and mentees are encouraged to meet at least [number] times per month. Meetings can be held in person or virtually.

## Goals and Expectations

Participants are encouraged to set personal goals and outcomes they hope to achieve by the end of the program.

## Contact Information

If you have any questions, please reach out to [contact person's name] at [contact email] or [phone number].

Thank you for being a part of our Mentorship Program. We look forward to your contributions and growth!

Sincerely,  
[Your Name]  
[Your Position]  
[Organization Name]