

Mentor Assignment for Onboarding

Dear [New Staff Name],

Welcome to [Company Name]! We are excited to have you join our team. To ensure a smooth onboarding process, we have assigned you a mentor who will guide you through your first few weeks.

Your mentor, [Mentor Name], holds the position of [Mentor's Position] and has a wealth of experience that will be invaluable as you navigate your new role. They will assist you with:

- Understanding company policies and procedures
- Meeting key team members
- Providing support on your initial projects

Your first meeting with [Mentor Name] is scheduled for [Date and Time]. Please feel free to reach out to them at [Mentor's Email] for any questions prior to the meeting.

We hope you find this mentorship beneficial as you settle into your position. Once again, welcome aboard!

Sincerely,

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