

Mentorship Program Schedule and Expectations

Dear [Mentee's Name],

We are excited to welcome you to the Mentorship Program! Below are the details regarding the schedule and expectations for the upcoming sessions:

Program Schedule

- **Kick-off Meeting:** [Date & Time]
- **Session 1:** [Date & Time] - Topic: [Topic Description]
- **Session 2:** [Date & Time] - Topic: [Topic Description]
- **Session 3:** [Date & Time] - Topic: [Topic Description]
- **Wrap-up Meeting:** [Date & Time]

Expectations

- Be prepared for each session by reviewing materials beforehand.
- Engage actively during discussions and activities.
- Provide feedback on sessions to help us improve the program.
- Maintain open communication regarding any challenges faced.
- Commit to completing assigned tasks between sessions.

We are looking forward to your participation and hope you gain valuable insights from this experience!

Best Regards,
[Your Name]
[Your Position]
[Your Organization]