

Mentorship Expectations Letter

Date: [Insert Date]

To: [Mentor's Name]

From: [Your Name]

Subject: Mentorship Expectations

Dear [Mentor's Name],

I hope this message finds you well. As we embark on this mentorship journey, I would like to outline our expectations to ensure a productive and fulfilling partnership.

Objectives

- Enhance understanding of [specific industry or skill].
- Develop a strategic plan for [specific project or goal].
- Expand professional networks and connections.

Meeting Schedule

We propose to meet [frequency, e.g., bi-weekly] for [duration]. The preferred method of communication will be [in-person, video call, etc.].

Confidentiality

Both parties agree to maintain confidentiality regarding sensitive information shared during our discussions.

Feedback and Communication

Open and honest feedback will be encouraged to facilitate growth and improvement throughout our relationship.

Thank you for your commitment to this mentorship. I look forward to our collaboration and am excited about the opportunities ahead.

Sincerely,

[Your Name]

[Your Position]

[Your Company]