

## **Subject: Mentorship Availability**

Dear [Coworker's Name],

I hope this message finds you well. As you prepare to embark on your new journey, I want to take a moment to express my support for your decision to move on. Change can be challenging, but it also brings numerous opportunities for growth and learning.

I want to extend my hand as a mentor during this transition. My experience and insight into [specific area of expertise or industry] could benefit you as you navigate your next steps. Whether you need advice on job applications, interview preparation, or simply a sounding board, I am here for you.

Please feel free to reach out whenever you would like to chat or if you have any questions. I'm excited to stay in touch and assist you as you take on this new chapter in your career.

Wishing you all the best for your future endeavors!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]