Hello **[Name of your Mentee]**,

Hope you’re doing well!

I’m delighted to see that you’ve decided to take part in our mentorship program!

This will hopefully be a great opportunity for you to develop both your interpersonal and professional skills in order to achieve your desired goals.

As your assigned mentor, I will gladly help you through that journey!

Please choose from the below time slots, so that we can stick to a monthly touchpoint starting next week with an introductory meeting.

**[Time slots]**

* Last Friday of every month, 12:00 pm **OR** 1:00 pm
* Last Saturday of every month, 11:00 am **OR** 12:00 pm

In the meantime, I would recommend going through the attached pdf and gathering your thoughts so we can have a productive and efficient use of our time.

**Optional :**

Please note that you can reach me at any time over whatsapp for any question / update you may have. Here’s my number: [Phone number]

Looking forward to meeting you!

Kind regards,

**[Signature]**