Use this sample email communication to congratulate mentee nominees and advise them of the upcoming Program Orientation.

Dear <Mentee Name>,

Congratulations! You’ve been recognized by your leadership team to participate in an experiential leadership development program with[Menttium Corporation.](https://www.menttium.com/)

Since 1991,[Menttium](https://www.menttium.com/) has been a leader in professional mentoring programs which support leadership development and diversity, equity, and inclusion efforts in the global business community. Their goal is to strengthen organizations through their people and help them thrive at work and in life – one match at a time.  They believe the right mentor can **accelerate learning, increase confidence, broaden perspectives,** and help key talent **realize their true potential**.

**What does that mean for you?**

As a mentee in this cross-company mentoring program, you will be personally matched with an external business leader, which gives you the psychological safety to share openly and learn based upon your unique development goals. Their mentor network is diverse and robust, consisting of over **750** active mentors from many **Fortune 500** organizations. You will work together 1:1 for a 12-month partnership, focused on what matters most to you and your career.

Alongside your 12-month mentorship, you gain access to:

* Attend monthly [Business Education Webinars](https://www.menttium.com/business-education-webinars/) on real and relevant topics like: Imposter Syndrome, Executive Presence and Communication Styles.
* Grow and develop using supportive resources meant to guide you in your journey, such as a curated TEDTalk playlist and access to the Menttium Matters[podcast](https://www.menttium.com/menttium-matters-podcast/).

In the next few weeks, you will receive a Menttium welcome email from support@menttium.com, outlining your next steps which will include attending a virtual Program Orientation. Your official program will launch on **[date],** with a live session from **10:00am – 11:00am CST**. Please mark your calendar.

In the meantime, begin thinking about what you hope to gain from this experience, the goals you have, and consider how those goals align to our organization’s strategic priorities.

Congratulations again and best wishes for your success. We anticipate that it will increase your confidence, improve your ability to take professional risks, expand your decision-making skills and help you to spark innovative solutions to work challenges.

Thank you,

<Signature – HR point of Contact>