



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

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**MENTORING PROGRAM
WELCOME LETTER**

DOD Mentoring Resource Portal

MENTORING PROGRAM WELCOME LETTERS

Purpose:

To notify mentees and mentors of their selection into the mentoring program and connect them to their mentoring partners.

Audience:

HR should distribute these letters to mentors and mentees entering the mentoring program.

Context:

After matching selected mentors to mentees, HR (or the mentoring program manager) must communicate mentor pairings to program participants. The announcement should also make the mentors and mentees excited about this program and explain how both they and the organization will benefit from this partnership.

Instructions for Mentoring Program Manager (MPM):

- **Step 1:** Customize the letters by editing the [bracketed, red font] and making any adjustments to fit specific DOD Component/Agency mentoring needs.
- **Step 2:** Add additional information specific to your DOD Component/Agency, such as additional reasons for implementing this program, where the mentor and mentee can find support resources, etc.
- **Step 3:** Cut and paste the applicable letter into an e-mail or onto your DOD Component/Agency's letterhead.
- **Step 4:** Send the letters to the newly selected mentors and mentees

1.0 MENTORING PROGRAM WELCOME LETTER—MENTOR

Congratulations!

We are pleased to inform you that you have been selected to participate in the [insert DOD Component/Agency name] mentoring program, to be launched on [insert date].

The purpose of this program is to establish a mentoring relationship that will provide you with the opportunity to realize both professional and personal development goals, as well as enable our organization as a whole to build talent internally.

Participant selection was based on a variety of criteria, including:

- [Include those that are relevant to your DOD Component/Agency, such as demonstrating strength in specific areas, including business acumen, inspiring others, and resource allocation.]

Your Mentee Is: [Insert mentee's name, position, and function]

Please contact your mentee to setup an initial meeting time within the next two weeks. During this meeting you will get to know one another's personal and professional backgrounds, establish your regular meeting schedule, and clarify your expectations and goals of this relationship.

This mentoring program is certain to be a rewarding experience. You will be contributing to the growth of [insert DOD Component/Agency name]'s key talent to ensure future success. Most importantly, it will help you build your capability as a leader of our organization.

For More Information

If you have any questions, please contact [include name, e-mail address, and phone number].

Should you have any concerns about your commitment to the program, please let us know immediately.

2.0 MENTORING PROGRAM WELCOME LETTER—MENTEE

Congratulations!

Thank you for your interest in [DOD Component/Agency name] mentoring program. We are excited to welcome you to this year's program as a mentee!

Your Mentor Is: [Insert mentor's name, position, and function.]

During the matching process we gave careful consideration to the desired attributes requested by applicants, willingness to commit to the program for a year, and strong performance contributions to the [DOD Component/Agency name], as well as [insert organization-specific criteria].

While we were not able to match all applicants or find a match that addressed every desired attribute, we are confident that we addressed the most important characteristics and are excited that we made more than [insert number of matches made].

Our goal is that a relationship of guidance and mutual learning will result from these connections between staff members. Your mentoring relationships should officially last [insert length of mentoring program]. However, we hope that this partnership continues well beyond that!

Your mentor should be contacting you within the next two weeks to set-up an initial meeting. If you do not hear from your mentor, feel free to initiate communication. During this meeting, you will get to know one another's personal and profession backgrounds, establish your regular meeting schedule, and clarify your expectations and goals of this relationship.

This mentoring program is certain to be a rewarding experience. We look forward to your participation in [DOD Component/Agency name]'s mentoring program.

For More Information:

If you have any questions, please contact [include name e-mail address, and phone number].

Should you have any concerns about your commitment to the program, please let us know immediately.