

Sample Letter: *The following is a sample of a letter that a mentor might send to their assigned mentee as a way of initiating the mentoring relationship.*

[Put on county letterhead]

First Name, Last Name
Extension Office Address
City, NC Zip Code

Dear _____ [Mentee]:

Welcome to North Carolina Cooperative Extension (NCCE), and congratulations on your new position! I am pleased that we have been matched as mentor and mentee. This is an exciting opportunity for us to form a working relationship that will provide a positive professional and educational support system for you.

During our time together, we will examine North Carolina Cooperative Extension's philosophy, goals and values; identify resources and resource persons; and share skills, knowledge and ideas pertaining to your career in NCCE. We will also have time to discuss any concerns or questions you may have. We should plan at least six (8) face-to-face visits during your first year of employment. We should also plan to stay in regular contact at least two to four times a month by phone, e-mail or online using Skype, Zoom or Google chat.

I would like to set up our first meeting during this first month of your employment. Here are some dates and times I have available:

Please check your calendar and let me know if any of these dates or times work; if not, just let me know times and dates that are convenient for you.

I look forward to being your mentor and to supporting you during your first year with NCCE.

Sincerely,

Mentor
cc: CEDs; DEDs/RPCs