**SUBJECT:** Please Confirm Your Nomination by [DATE] - Next Steps for Mentorship Program [YEAR] Cohort

**ATTACHMENTS:** Include a PDF of the Mentorship Program Overview or link to the [Mentorship Program webpage.](https://www.cityofmadison.com/human-resources/organizational-development/organizational-development-at-teamcity/leadership-1)

**MESSAGE:** 

**Mentorship Program [YEAR] Cohort**

Hey [NAME],

Congratulations! You have been nominated as a mentee for the Mentorship Program – [YEAR] Cohort.

**The Mentorship Program serves several critical objectives, including:**

1. **Leadership Development:** Fostering growth and development for both mentors and mentees.
2. **Equity and Inclusion:** Promoting belonging, retention, and advancement of diverse employees.
3. **Organizational Learning:** Increasing cross-agency socialization, collaboration, and learning.
4. **Capacity Building:** Building capacity for citywide mentoring initiatives.

As we move forward with the next steps in the process, I want to outline the actions required to officially confirm your participation. Additionally, your supervisor is cc’d in this email to ensure their support for your involvement.

**Action Items:**

1. **Nominees**: Please confirm your commitment to joining the [YEAR] cohort by completing the intake form linked here by EOD [DEADLINE DATE].
* Step 1: Complete Contact Information
* Step 2: Select “mentee” to question #13
* Step 3: Complete your Mentee Profile
* Step 4: Complete your demographic information.
* Step 5: Submit your intake form 😊
1. **Supervisors**: We kindly ask for your support in facilitating your employee’s participation in the Mentorship Program. This includes ensuring workload management during required meetings and sessions along with asking about their experience during your regular ongoing 1:1 meetings.

Your participation speaks volumes about your commitment to personal and professional growth, as well as your dedication to supporting a culture of mentorship and development within our organization. I look forward to the positive impact our collective engagement will have on our organization and its members.

Please reach out to me directly at [EMAIL ADDRESS], as questions arise.

I am here to support you throughout this process and beyond.

Warm regards,

[Your Email Signature]