

Date: [Insert Date]

To: [Senior Recruiter Name]

Subject: Assignment as Mentor for [Junior Recruiter Name]

Dear [Senior Recruiter Name],

I am pleased to formally assign you as the Mentor for [Junior Recruiter Name], effective [Start Date].

Based on your extensive experience and consistent performance within the talent acquisition team, we believe you are the ideal person to guide [Junior Recruiter Name] through their professional development. Your primary objectives in this role will include:

- Providing guidance on sourcing strategies and candidate engagement.
- Reviewing interview techniques and feedback processes.
- Sharing best practices for stakeholder management and hiring manager relationships.
- Conducting weekly 1-on-1 check-ins to track progress and address challenges.

This mentorship period is scheduled to last for [Number] months. We have allocated [Number] hours per week from your current schedule to dedicate to this initiative.

We appreciate your commitment to developing our internal talent and look forward to the growth of this partnership. Please meet with [Junior Recruiter Name] by [Date] to establish your initial meeting cadence.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]