

MENTORSHIP MENTOR LETTER

To Whom It May Concern:

This letter confirms that the undersigned Mentor has agreed to provide mentorship services to the Mentee as specified herein. The Mentor commits to support the Mentee's professional development and growth through regular meetings, advice, and guidance over the agreed term.

Mentor Information:

Full Name: _____
Title / Position: _____
Organization: _____
Phone / Email: _____

Mentee Information:

Full Name: _____
Title / Position: _____
Organization: _____
Phone / Email: _____

Mentorship Term and Meetings:

The mentorship term will commence upon the execution of this letter and shall continue for the agreed period or until terminated by either party with reasonable notice. The Mentor and Mentee agree to meet regularly as mutually determined, either in person, by phone, or virtually, to discuss progress and goals.

Responsibilities of the Mentor:

The Mentor shall provide guidance, knowledge, feedback, and support to the Mentee, maintaining confidentiality and acting in good faith to foster the Mentee's professional growth. The Mentor is not responsible for the Mentee's decisions or actions, and no fiduciary or employment relationship is created hereby.

Responsibilities of the Mentee:

The Mentee agrees to actively participate in the mentorship process, be open to feedback, and take responsibility for their development. The Mentee shall respect the Mentor's time and confidentiality.

Confidentiality:

Both parties acknowledge that information shared during the mentorship may be confidential. Each agrees to maintain confidentiality of shared personal and professional information unless disclosure is required by law.

Termination:

Either party may terminate this mentorship relationship at any time by providing written notice to the other party. Termination shall not affect any rights or obligations accrued prior to termination.

Limitation of Liability:

The Mentor makes no warranties regarding the mentorship services and shall not be liable for any damages resulting from the Mentee's actions or decisions. The Mentee agrees to indemnify and hold harmless the Mentor from any claims.

Governing Law and Jurisdiction:

This mentorship letter shall be governed by and construed in accordance with the laws of the United States of America, without regard to conflict-of-law principles. Any disputes arising out of or relating to this letter shall be subject to the exclusive jurisdiction of the courts located within the appropriate federal or state jurisdiction.

Entire Agreement:

This letter constitutes the entire agreement between the parties concerning the mentorship and supersedes all prior understandings, whether written or oral. Any amendments must be made in writing and signed by both parties.

MENTOR'S SIGNATURE

MENTEE'S SIGNATURE

Signature: _____

Signature: _____

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