

WELCOMING PARTICIPANTS

Letter to Mentees

RE: Transition to Practice Program

Dear _____:

Thank you for participating in the _____ Bar Association's Transition to Practice Program. We are pleased to inform you that your mentor/guide for the program is _____, whose telephone number is _____ and whose e-mail address is _____.

We ask that you contact your mentor by <date> to introduce yourself and confirm that you will be available to meet in person at our first meeting <date> from 5:30 p.m. to 7:30 p.m. at _____.

We have enclosed a calendar of educational events for the coming year. Please note the dates and times on your calendar. We will have drinks and snacks at our January meeting. All of our other meetings will be held during lunch and information will be sent regarding time and place. The CLE program and all materials are free.

Please confirm your attendance at our first meeting with <name and email>. Please also contact _____ with any questions about the program. We look forward to meeting you and working with you and your mentor during the coming year.

Very truly yours,

<Program Chair or Local Bar President>

Letter to Mentors

RE: Transition to Practice Program

Dear _____:

Thank you for participating in the _____ Bar Association's Transition to Law Practice Program. We are pleased to inform you that your beginning lawyer/mentee for the program is _____, whose telephone number is _____ and whose e-mail address is _____.

We ask that you contact your mentee by <date> to confirm that you will be available to meet in person at our first meeting on <date> from 5:30 p.m. to 7:30 p.m. at _____.

We have enclosed a calendar of educational events for the coming year. Please note the dates and times on your calendar. All meetings except our January meeting will be held at noon. We will offer drinks and snacks at our first meeting. The CLE program and all materials are free.

Please confirm your attendance at our first meeting with <name and email>. Please also contact _____ with any questions about the program. We look forward to meeting you and working with you and your mentor during the coming year.

Very truly yours,

<Program Chair or Local Bar President>