

Sample Emails for Manager Recommendations

These emails are designed to help you solicit high-quality recommendations from managers for your Reciprocal Mentorship Program. Remember to personalize them as much as possible before sending.

Sample Email 1: Concise Request

Subject: Opportunity to Recommend Talent for Our Reciprocal Mentorship Program Pilot

Hi [Manager's Name],

We're excited to launch a pilot of our Reciprocal Mentorship Program, a new initiative designed to boost talent development and ensure critical knowledge is transferred across the organization. This 6-month program will pair experienced "Legacy Partners" with emerging "Growth Partners" for mutual learning and strategic knowledge capture.

We're looking for our first cohort of 10 pairs and value your insights in identifying ideal candidates from your team. We're especially interested in:

- **Legacy Partners:** Highly experienced individuals, particularly those nearing retirement or holding critical organizational knowledge. They should be willing to share insights and open to learning new perspectives.
- **Growth Partners:** High-potential employees who demonstrate a strong desire for growth, are looking to expand their skills, and whom you see as long-term contributors to the company.

Would you please consider who on your team might be a great fit for either role? Please submit your recommendations, along with a brief rationale, by [Date].

You can review more details about ideal partner characteristics [link to 'Participant Selection & Pairing Guide' if available, otherwise briefly list key traits].

If you have any questions, please reach out to [Your Name/Program Email].

Thanks for your support in building a stronger future for our talent and our organization.

Best,

[Your Name/Program Lead] [Your Title]

Sample Email 2: More Detailed & Benefit-Oriented

Subject: Nominate Talent for the Reciprocal Mentorship Program: Fostering Growth & Knowledge Continuity

Dear [Manager's Name],

As we continue to invest in our talent and prepare for the future, we're launching a pilot of our Reciprocal Mentorship Program. This 6-month initiative is key to our succession planning and knowledge management strategy, ensuring valuable insights from our most experienced professionals are captured and passed on, while also accelerating the development of our future leaders.

The program fosters a two-way learning environment:

- **Legacy Partners** (senior/experienced employees, especially those with critical knowledge or nearing retirement) will share their invaluable expertise and insights, contributing directly to organizational continuity. They will also gain fresh perspectives on new technologies and approaches from younger talent.
- **Growth Partners** (high-potential, newer, or emerging talent) will gain access to deep institutional knowledge and accelerated development opportunities, enhancing their skills and strategic understanding.

We're currently building our initial cohort of 10 pairs, and your recommendations are vital. We are seeking individuals who embody these qualities:

- **For Legacy Partners:** Those with significant organizational tenure or specialized knowledge (especially critical-to-retain knowledge), a genuine desire to share their wisdom, and an openness to reciprocal learning. We particularly encourage nominations for those identified as key knowledge holders whose expertise is at risk.
- **For Growth Partners:** Employees who have shown strong potential and a proactive approach to their development, whom you envision as long-term contributors, and who are eager to absorb knowledge and apply new insights.

Please share your nominations, including a short explanation of why each individual would be an ideal fit for either a Legacy or Growth Partner role, by [Date]. This program offers a unique development opportunity for your team members and a direct benefit for knowledge retention.

Find more information on ideal partner characteristics and program details here: [Link to 'Participant Selection & Pairing Guide'].

Please don't hesitate to contact me at [Your Email/Phone] if you have any questions.

Thank you for helping us identify the talent that will drive our collective success.

Sincerely,

[Your Name/Program Lead] [Your Title]

Sample Email 3: Emphasizing Strategic Knowledge (if targeting specific leaders)

Subject: Invitation to Contribute to Critical Knowledge Transfer: Reciprocal Mentorship Program

Dear [Manager's Name],

I'm reaching out to you as a key leader within [Relevant Department/Area] regarding an important new initiative: our Reciprocal Mentorship Program pilot. This program is directly tied to our strategic efforts

in knowledge management and succession planning, particularly as we look to safeguard the vital expertise residing with our most seasoned professionals.

We are specifically seeking your recommendations for **Legacy Partners** from your team who:

- Hold critical, at-risk knowledge that is essential for [mention specific business area, e.g., "our upcoming Q4 projects," "long-term operational stability," "our client relationships"].
- Are highly experienced, senior professionals who are eager and willing to contribute their wisdom and insights to the next generation of leaders.
- Are open to the reciprocal nature of the program—sharing their expertise while also gaining fresh perspectives from a Growth Partner.

We're also looking for **Growth Partners** from your team who are high-potential individuals, eager to learn these critical skills, and whom you see as future leaders who will benefit greatly from this direct knowledge transfer.

This 6-month program represents a unique opportunity to formalize knowledge transfer and accelerate key talent development. Please submit your nominations, along with a brief explanation of why each person would be an ideal fit for either a Legacy or Growth Partner role, by [Date].

For a detailed look at partner characteristics, please refer to: [\[Participant Selection & Pairing Guide\]](#).

I'm available to discuss this further if you have any questions.

Thank you for your partnership in securing our organizational knowledge and developing our future.

Best regards,

[Your Name/Program Lead] [Your Title]