

Option A: New Partnership Announcement with Ten Thousand Coffees

Option B: Announcing The New **[[Department Name]]** Café!

We are thrilled to announce our new **[[Department name]]** Café! We've formally partnered with Ten Thousand Coffees 10KC, an enterprise platform for mentoring, networking and informal talent development experiences that will provide you with more opportunities to engage, connect and network with your fellow peers, managers and leaders.

The **[[Department Name]]** café is our new mentorship program portal that will facilitate cross-team collaboration, employee networking, mentorship and career development opportunities. The new program will launch on **[[xx date]]** and will give members access to exciting features such as 1:1 Introductions, and Office Hours. The goal of our new program is to further connect, elevate and develop all employees across the company.

Here's what you can expect in the new **[[Department name]]** Café:

1:1 Introductions:

- Every **[[xx weeks]]**, employees will be matched based on their goals and interests for informal conversations.

Office Hours:

- Office Hours are informal, small-group conversations that you can host with 15-20 Café members for an hour. Office Hours have the purpose of breaking down barriers between leaders and employees through the sharing of career advice, important topics and insights.

Benefits of Joining the Program:

- Through 10KC's 1:1 Introductions and Office Hour features, employees, people managers and leaders will be able to easily connect across departments, geographies, functions and seniority levels
- New connections will help employees grow their internal networks, provide more collaboration opportunities and support their career development
- Access to Office Hours with senior leaders
- Create new mentor-mentee relationships within the organization to help you develop professional relationships

Next Steps:

- Keep an eye out for your unique invitation to join the [\[\[Department name\]\]](#) Café in your inbox.
- Claim your invitation and create a profile on the platform
- Set your goals and career development interests
- Familiarize yourself with the platform and features you will have access to, helpful documents shared below
- Start matching and being introduced to other team members across the organization!

If you have any questions, please reach out to [\[Company Program Admin Name\]](#).

We are looking forward to bringing this program to life within [\[Department and/or Company Name\]](#) and appreciate your support!

Important Links

Introduction Video [EN](#) | [FR](#)

FAQ Document: [EN](#) | [FR](#)