Example

Notification email to mentees

This document provides an example of the email you could send to mentees, notifying them of the mentors they have been matched with. You may need to adapt it for use in your specific email software.

Hi ((first name)) ((last name)),

# We have found you some mentors

Thanks for signing up to the mentoring programme as a mentee. We successfully matched you as a mentee to ((number of matches)) mentors; their details are below.

## Your matches

((match details))

## Speed mentoring

You should contact your mentors to arrange an initial 30 "speed mentoring" session. Your mentors will be expecting you to contact them.

You can use the speed mentoring session to discuss whatever you find most helpful. You could use the session:

* to get some one-off advice
* as a starting point to develop a longer term mentoring relationship

We would recommend that you use the time to:

* share what you do, what your career aspirations are, and what help you're looking for from a mentor
* learn about what they do and how they might be able to help you

We have published advice about what you could discuss on our website. We've also included template emails for you to send to your mentors, if you need them.

Read the guidance for mentors on our website

www.yourwebaddresshere.com

You should aim to meet your mentors within the next 4 weeks.

We will also send you information about what to do after your speed mentoring has finished later this month.