Example

Notification email to mentors

This document provides an example of the email you could send to mentors, notifying them of the mentees 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 mentees

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

## Your matches

((match details))

## Speed mentoring

Your mentees should contact you soon to arrange an initial 30 minute “speed mentoring” session.

Mentees might choose to 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:

* listen to what they do, what their career aspirations are, and what help they’re looking for from a mentor
* tell them about what you do and how you might be able to help them
* explore any specific issue they want to discuss

We have published advice about what you could discuss on our website.

Read the guidance for mentors on our website

www.yourwebaddresshere.com

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

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