Example

Long-term mentoring email to mentees

This document provides an example of the email you could send to mentees, telling them what to expect after speed mentoring has concluded.   
  
You may need to adapt it for use in your specific email software.

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

# What to do after you meet your mentees

Thanks again for signing up for the mentoring programme. By now, you should have contacted each of your speed mentors and arranged to meet with them.

Once you’ve met them all, it’s time to decide if you want to keep working with one of your mentors.

## If you want to keep a mentor

If you want to keep meeting one of the speed mentors as a long-term mentor, you should:

1. email your chosen mentor to ask them to help you long term
2. email your other mentors to thank them for their time and let them know you won’t need their help any longer

If one of your chosen mentors says “yes”, then set up your first full session with them. We recommend meeting them once every 4 to 8 weeks, for up to 1 hour, for up to 1 year.

We’ve created some email templates if you’re not sure where to start. They’re available on our website.

You might find our ‘Advice and resources for mentees’ helpful when thinking about who to choose, and how to work with them over the next year.

Advice and resources for mentors

[www.yourwebaddresshere.com](http://www.yourwebaddresshere.com)

## If you didn’t find a suitable mentor

If your speed mentors weren’t right for you, or you don’t want or need a long term mentoring arrangement, then this is the end of the programme for you this year.

Please let your speed mentors know that you won’t be needing their help any longer.

## What happens next

We’ll be asking for some feedback about the speed mentoring process and, if it’s relevant to you, your long-term mentoring experience, later this year.