**Mentoring**

Sample letter of acceptance.

Once you have matched appropriate mentoring relationships, mentee and mentors will be sent a Letter of Acceptance into the program, including contact details so they can connect.

Please carefully consider confidentiality when disclosing contact details of mentors and mentees. The program/ organisation may want to restrict contact access to mobile phone numbers.

Thank you for your recent application to participate in the **<insert name of organisation here>** Mentoring Program. We’re pleased to advise that we have identified you as part of a mentor-mentee match:

# Mentee Mentor

**Name:**

**Email:**

The next step is to arrange a first meeting run by our program coordinator with you and **<the matched mentor/ the mentee and the mentee’s parent or guardian>.** This will give you a chance to connect, talk about your aims for the relationship, and organise the next meeting. It’s also a good time to complete any outstanding paperwork, including submitting consent forms and signing the Match Agreement.

Prepare for this initial meeting by writing down ‘icebreaker’ information or questions, such as goals for the mentoring relationship, your personality traits, and ideas for getting-to-know your **<mentor/mentee>.**

In these early stages, we’ll be providing support to help you build a relationship that is rewarding and challenging for both mentor and mentee. Supervision will also allow program staff to quickly identify and address any issues that may arise and provide feedback about the progress of the relationship.

Ongoing monitoring and support for both mentor and mentee aims to ensure a positive experience for both parties.

# < Insert any additional program relevant details/requirements here, for example –

*After the initial meeting, we ask each* ***mentor*** *to email the program coordinator to confirm when and where you’ll meet next. Please let them know that the mentoring relationship is underway and when you might be in touch for program support or meeting debriefing. OR*

*After the initial meeting,* ***mentees*** *will be followed up by the program coordinator to address any queries you might have from the first meeting with your mentor.*

For any issues or questions about the program that may come up over these initial stages, including activities, rights, and obligations, please contact the program coordinator –

# <insert name, contact number, and email address>

Alternatively, you can contact **<insert name of LDAT/ organisation>** directly here –

# < insert additional LDAT/ organisation contact details>.

Thank you for taking part in the **<insert name of the mentoring program/organisation>.** We look forward to taking the next steps and supporting you throughout what we hope will be a rewarding experience.

Best wishes,

**<insert name of program coordinator>**

