# {Scheme Name}

## {Date}

Dear {names],

We are delighted to inform you of your mentor/mentee match!

Mentor: {insert name}

Email: {insert email}

Mentee: {insert name}

Email: {insert email}

We ask that you make contact with each other and arrange your first mentoring session. We kindly remind our mentors to complete the [Mentoring Masterclass](https://heeoe.hee.nhs.uk/faculty-educators/mentoring/mentoring_courses) prior to the first meeting.

During your first mentoring session, please review and complete the [**Mentoring Agreement**](https://forms.office.com/pages/responsepage.aspx?id=K5Gn_5ewMUGcD9DoB1WyqwlNuvjSSPlHut1s2KQj4o1UREVFMlA0MDFDQ00xODRGSjU2NUY5RDFDWCQlQCN0PWcu) to outline your expectations from each other. You may also wish to use the **Mentee reflection document**found on our [Resources page](https://heeoe.hee.nhs.uk/psw/support-services-available/psw-support-providers/eoe-mentoring-resources)to help guide and focus the sessions.

We hope this will be a beneficial relationship for you both. Please do get in contact if you need any further help.

Kind regards,

{*Name*}