**Date**

**Mentee name and address**

Dear **Dr. Mentee**:

Thank you for submitting an application to participate in the XXXXX Mentoring Programme. This mentorship programme has been set up in collaboration with the SIOP Young Investigator Network

You have been paired with **Mentor name** who can be reached at **mentor email.** Based on your application and statement of goals and objectives, we felt that this would be a good match. We encourage you to initiate contact with your mentor as soon as possible. You have also been assigned a liaison within the mentorship committee to help facilitate your mentee-mentor relationship. Your liaison is LIAISON NAME who can be contacted at LIAISON EMAIL

As you know, active participation from both you and the mentor is crucial. Organise early to define your goals, the steps needed to achieve your goals, and a reasonable timeline. Specify regular meeting times with your mentor (conference calls, SIOP, or other national meetings) in addition to on-going email or telephone communication. You may wish to meet in person at the next meeting that you attend.

**We have also sent you a Mentee Plan; please discuss this with your mentor and agree upon goals, outline a project, and establish a schedule of communication with your mentor. This form should be filled in and signed by yourself and your mentor to demonstrate your agreement.**

**We have also sent an initial questionnaire to give us an impression of your experience in various areas. Please complete this as it will help us monitor and improve the mentorship programme for you and future participants.**

**Please email your completed and signed form and questionnaire to: XXXXXX copying in your liaison also.**

We expect this mentorship to span three years as part of the formal YI Program, and during this period we will be sending annual evaluations to assess outcome. It is a required part of the program to complete these evaluations. Obviously, your relationship may continue after that for as long as it is fruitful. Although we plan to evaluate your progress at yearly intervals and may contact you for feedback in the interim, your comments or suggestions are welcome at any time. Specifically, if for some reason you feel that the arranged pairing is not working out or your mentor is difficult to reach, please contact your liaison to discuss this issue further.

Good luck with your project, and we look forward to seeing your progress!

Sincerely,