**Date**

**Mentor address**

Dear Dr. **Mentor name**:

Thank you for your willingness to participate in the XXXX Mentoring Program, affiliated with the SIOP Young Investigator Network. Your assistance in this program is very important to us, as it helps to strengthen the group and to prepare young investigators for an active role in the future success of paediatric oncology. Based on the goals and objectives stated in the application, we have paired you with **Dr. mentee name**, who can be reached at **mentee email**.

The information in Dr. **Mentee’s** application and written statement was used to assign the best possible mentor-mentee pairing. As you know, active participation from both individuals is crucial. Dr. **Mentee** should initiate contact with you in the near future.

In order to facilitate the relationship you and your mentee have been assigned a liaison from the Mentorship committee. Your liaison is LIAISON NAME who can be reached at LIAISON EMAIL.

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

**Your mentee has been asked to email the completed and signed forms to: XXXXX copying in your liaison also.**

We expect this mentorship to span three years as part of the formal program, and during this period we will formally follow your mentor-mentee relationship for outcome measures. Obviously, your relationship may continue long 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 pairing we have arranged is not working out, please contact your liaison to discuss this issue further.

Again, thank you for offering your time and experience to the Young Investigators of XXXXXX.

Sincerely

On behalf of the XXXX Mentoring Program