**SUBJECT:** Important Updates: Mentorship Program Orientation and Kickoff

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Description automatically generated**MESSAGE:** 

**It’s Almost Time for KICK-OFF!**

Good afternoon 😊

I hope this email finds you filled with anticipation for the exciting journey ahead in our [YEAR] Mentorship Program cohort!

As we gear up for kick-off, starting next week, I want to provide you with some important updates regarding the schedule and next steps:

**Calendar Invites for Mandatory Sessions:**

By EOD [Date] you can expect to receive a series of calendar invites for all mandatory sessions scheduled for the week of [Date]. These sessions include

* Mentee Orientation on [Date] (virtual)
* Mentor Orientation on [Date] (virtual)
* Program Kick-Off on [Date] (in person- [Location])

We understand that some of you may need to account for travel time for in-person meetings, so please plan accordingly.

**Official Matching Emails:**

Following the orientation sessions, I will send official matching emails the morning of [Date] . This will provide you the opportunity to familiarize yourself with your mentoring group before our kickoff session on [Date]

**Excitement for the Journey Ahead:**

I want to express my genuine excitement for the opportunities that lie ahead for each of you in our Mentorship Program. Your dedication to personal and professional growth is inspiring, and I have no doubt that this program will be immensely rewarding for all involved.

Thank you once again for your commitment to this journey. Should you have any questions or require further assistance, please reach out to me.

P.S: Supervisors and Managers of all cohort participants will be added to calendar invites for visibility and so they can provide workload management support, if needed, for the time that you will be engaging with the Mentorship Program 😊

Wishing you all the best as we embark on this transformative experience together!

Warm regards,

[Your Email Signature]