**SUBJECT:** Mentor Development Discussion

**MESSAGE:** 

**Mentor Development Discussion:**

Good afternoon Mentors 😊

As promised, I am following up with details regarding our second development discussion [DATE].

As you all know, the mentorship program is designed to meet you where you’re at and provide you the support that you need, in real time. With this in mind, I have decided to modify the format of [DATE]’s session.

Instead of a mandatory structured discussion, I will be offering voluntary office hours.

I encourage you to use this time as you see fit, whether that’s gaining an hour back in your day or dropping in for whatever time you choose. This will allow for a more flexible and personalized approach, where you can drop in at your convenience throughout the hour to discuss any topics or questions you may have.

As always, I am here to support you so please reach out as needed 😊

Warm regards,

[Your Email Signature]