**Lead Mentor Template: Introduction Email**

Hi (STUDENT NAME),

Welcome to Physics Mentoring, and congratulations on completing your training to become a Physics Mentor! / Welcome back to Physics Mentoring!

**My name is (YOUR NAME), and I wanted to introduce myself as your Lead Mentor.** I study (SUBJECT) at (UNIVERSITY) and I’m in my XX year! I’ve been a Physics Mentor for XX cycles, since (YEAR).

As your Lead Mentor, I will be supporting you throughout your time as a Physics Mentor by checking in to see how you’re doing. You can also contact me to check over any session plans you make or if you’ve got any questions about mentoring – whatever you need to chat about!

*-STOP HERE FOR MENTORS ONLY DOING CYCLE 10- As you’re only doing Cycle 10 of mentoring this year, I’ll be in touch after January exams are finished to sort out check-ins with you.*

It’s up to you how often I check in with you. It can be once a week throughout the cycle, or simply before and/or after mentoring is completed. **Please let me know how often you would like me to check in with you.**

I’m happy to check in with you any way you feel comfortable! If we’re at the same university, we could meet for a coffee to chat in person. We could also chat via phone call, email, or Discord message – **just let me know what’s best for you.**

IF THEY ARE A RETURNING MENTOR: I appreciate you are already an experienced mentor, but I am required to check in at least once with you. So please let me know if you’d only like me to check in once, and when you’d like that to be!

Every time that I check in with you, it would be great to arrange the next check in date/time so that you are comfortable and ready to chat. However, if you have any questions at all in between check ins please feel free to get in touch!

I look forward to hearing from you soon!

(YOUR SIGN OFF, YOUR NAME)