

NEW INSIGHTS MENTORING PROGRAM

Creating Vision Through Mentoring

Closure Letter

New Insights Mentoring Program
P.O. Box 5575
Winwood Heights, IL 89633

(Name of Mentor, Mentee, or Parent/Guardian)
(Address)

Dear *(first name)*,

This letter is to inform you that the mentoring relationship managed by the New Insights Mentoring Program has officially ended as of *(match end date)*.

(Optional if applicable) We have made attempts to contact you via phone and e-mail to no avail and regret that we are unable to meet with you and go through a formal closure process.

As the match has formally ended, New Insights no longer assumes responsibility for monitoring and supervising the match and your file will be placed on an inactive status. Thus, any future contact between match partners is at the sole discretion of all parties involved (mentor, mentee, and parent/guardian). Any incidents occurring due to future contact among match participants is beyond the scope and responsibility of New Insights.

Thank you for your involvement in our program. We appreciated your participation.

Please feel free to contact me if you have any questions.

Sincerely,

Gina Meanwell
New Insights Program Coordinator