

## Ending regular meetings with a mentor

The personal relationship between a mentor and their mentee can last a lifetime, but there may come a point when you would like to end regular meetings with your mentor. It's best to communicate your reasons for ending regular meetings directly with your mentor, using your usual method of communication (email, Zoom, etc...).

If your current circumstances prevent you from having a live conversation, you may send the mentor an email explaining your situation. If possible, please communicate the reasons for ending the meetings.

### **Whether live or via email, please be sure to communicate the following points:**

**Express Gratitude:** Express your gratitude for the mentor's time, effort, and guidance

**Reflection:** Reflect on and share what you have learned and how you have benefited from the mentorship

**Future Contact:** Mention your willingness to stay in touch or seek advice in the future, even if the regular meetings are ending.

By following these guidelines, you can ensure a positive and respectful conclusion to your regular meetings while maintaining the valuable relationship you have built with your mentor.

### **Here's an example email:**

Dear Simon,

I hope this email finds you well. I wanted to take this opportunity to thank you for your mentorship over the past few months. Your guidance and support have been invaluable to me as I've navigated the world of biological research.

Thanks to your insights, I've gained a deeper understanding of the field and developed the skills necessary to succeed in my academic pursuits. Your mentorship has been instrumental in my recent acceptance to Binghamton University, and I'm truly grateful for your contribution to my success.

As I transition into the next phase of my academic journey, I'd love to stay in touch.

Thank you again for everything.

Sincerely,  
Nibras