

Disability:IN NextGen Leaders Program: Mentor Email Template

This is a ready-to-send email that prospective mentors in the NextGen Leaders Program can use to ask their manager for approval to participate. To use it, replace the bracketed placeholders with your information or other relevant details, then send.

Template

Subject Line: Request: Serving as a Disability:IN NextGen Leaders Mentor (February 2027–July 2027)

Hi [Manager's name],

I'd like your approval to serve as a mentor in [Disability:IN's NextGen Leaders Program](#), which [Company] supports as a Disability:IN corporate partner. Here's a quick overview of the time commitment and what it brings back to our team:

What it is

It pairs employees at partner companies with college students, recent graduates, and transitioning veterans with disabilities. As a mentor, I'd help my mentee with career goals, give feedback, and provide support as they prepare to enter the workforce. More than 145 companies take part as mentors each year.

Time commitment

About 3 hours a month for six months (February – July 2027), all virtual. This estimate accounts for one-on-one sessions with my mentee plus a monthly learning session for mentors.

I'll schedule sessions around our team priorities and key deadlines, including [busy period / project], so that my work stays on track.

What I'll bring back:

- Leadership development: Disability:IN runs monthly sessions for mentors on coaching and leadership skills in support of my [development goal / IDP / leadership competency] this year.
- Coaching practice: I'd get six months of one-on-one practice giving feedback and helping someone grow, skills I can use right away on our team.
- Network and partnership value: I'd connect with mentors from 145+ other partner companies and help [Company] get full value from our Disability:IN partnership.

When the program ends, I'll do a 15-minute share-out at a team meeting. I'll cover what I learned about coaching and anything useful for how we recruit and support early-career colleagues.

Happy to talk it through in our next 1:1 or share additional program details if helpful.

Thanks for considering it,

[Your name]