

Attendance Policy Reminder

Dear [Volunteer Name],

We hope this message finds you well. This is a friendly reminder regarding our attendance policy for volunteers.

As a valued member of our team, your presence is vital to our mission. We ask that you adhere to the following guidelines:

- Please notify us at least 24 hours in advance if you cannot attend your scheduled shift.
- Consistent attendance is crucial; repeated unnotified absences may lead to a review of your volunteer position.
- We appreciate timely communication regarding any scheduling conflicts you may have.

Thank you for your understanding and dedication. We appreciate your commitment and look forward to your continued support.

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]