

Subject: Updates to Volunteer Guidelines

Dear Volunteers,

We hope this message finds you well. We are reaching out to inform you about some important updates to our Volunteer Guidelines that will take effect starting [Date]. These changes aim to enhance our volunteer experience and ensure a safe and productive environment for everyone.

Key Changes:

- **Attendance Policy:** Volunteers are now required to inform their coordinator at least 24 hours in advance if they cannot attend a scheduled shift.
- **Training Requirements:** All volunteers must complete mandatory training sessions prior to participating in events.
- **Code of Conduct:** A revised code of conduct has been introduced, emphasizing respect, teamwork, and communication.

We encourage you to review the full guidelines attached to this email for more detailed information. Your understanding and adherence to these guidelines are essential for the success of our programs.

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued dedication and support!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]