

Notice of Volunteer Policy Adjustment

Date: [Insert Date]

Dear [Volunteer's Name],

We hope this message finds you well. We are writing to inform you of an important adjustment to our volunteer policy that will take effect on [effective date].

After careful consideration, we have made the following changes:

- [Detail of policy change 1]
- [Detail of policy change 2]
- [Detail of policy change 3]

We believe these adjustments will enhance our volunteer program and improve the overall experience for our volunteers. Your contributions are invaluable to us, and we want to ensure our policies reflect our appreciation for your dedicated service.

If you have any questions or concerns regarding these changes, please don't hesitate to reach out at [contact information].

Thank you for your continued support and commitment to [Organization Name].

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]