

Dear Volunteers,

We hope this message finds you well. We would like to inform you about some recent updates to our volunteer standards that will take effect starting next month.

Key Updates:

- **Enhanced Training:** All volunteers are now required to complete an updated training module.
- **Code of Conduct:** We have revised our code of conduct to better reflect our values and expectations.
- **Volunteer Hours:** New guidelines for recording volunteer hours have been established to improve our reporting process.

Please take some time to review these changes. Your commitment and adherence to these standards are vital for our continued success and the positive impact we create together.

If you have any questions or need further clarification, feel free to reach out to us at [email@example.com].

Thank you for your continued dedication and support.

Sincerely,

[Your Organization's Name]

[Your Name]

[Your Position]