

Letter of Revision to Volunteer Procedures

Date: [Insert Date]

To: [Insert Volunteer Name]

[Insert Volunteer Address]

Dear [Insert Volunteer Name],

We hope this message finds you well. We are writing to inform you of some important updates to our volunteer procedures. These revisions are aimed at enhancing our program and ensuring a more effective and rewarding experience for all volunteers.

Key Changes:

- Updated orientation schedule to include additional training sessions.
- New communication protocols for reporting concerns and feedback.
- Revised guidelines on volunteer roles and responsibilities.

Please take the time to review the updated procedures attached to this letter. Your compliance with these changes is essential for the continued success of our volunteer program.

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

Thank you for your continued dedication and support.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]