

# Volunteer Grievance Resolution

Date: [Insert Date]

To: [Volunteer Name]

[Volunteer Address]

Dear [Volunteer Name],

We would like to acknowledge the grievance you brought to our attention on [Insert Date of Grievance]. We appreciate your dedication as a volunteer and understand that the issue you've raised is important to you.

Upon reviewing the details of your grievance, we have [briefly describe the investigation process and any findings]. Based on our findings, we have decided to [describe resolution action taken].

We are committed to ensuring that all volunteers feel valued and heard within our organization. If you have any further questions or concerns regarding this matter, please do not hesitate to reach out to us.

Thank you for your continued service and dedication.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]