

Volunteer Behavior Correction Notice

Date: [Insert Date]

To: [Volunteer Name]

From: [Coordinator Name]

Subject: Behavior Correction Notice

Dear [Volunteer Name],

We want to take a moment to thank you for your commitment and contributions to our organization. However, it has come to our attention that certain behaviors observed during your volunteering activities do not align with our organization's values and guidelines.

Specifically, we would like to address the following behavior(s):

- [Describe the specific behavior or incident]
- [Describe any additional behavior or incident]

We believe it is important for all volunteers to adhere to our code of conduct to create a positive and respectful environment for everyone involved.

Please consider this letter a reminder of our expectations. We would appreciate it if you could take the necessary steps to correct this behavior moving forward.

If you would like to discuss this matter further, please feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Coordinator Name]

[Title]

[Organization Name]

[Contact Information]