

Volunteer Conduct Review Notification

Date: [Insert Date]

To: [Volunteer Name]

Address: [Volunteer Address]

Dear [Volunteer Name],

We hope this message finds you well. We are writing to inform you about a recent conduct review concerning your volunteer activities with [Organization Name].

It has come to our attention that there have been some concerns regarding your behavior during [specific event or time period]. To maintain a positive and productive environment for all volunteers and participants, we feel it is important to address these concerns directly.

We would like to invite you to a meeting on [date and time] at [location] to discuss this matter further. This will be an opportunity for you to share your perspective and for us to convey our expectations for conduct going forward.

Please confirm your attendance by [RSVP date]. If you are unable to attend at the proposed time, let us know, and we can look for an alternative date.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]