

# Volunteer Policy Violation Warning

Date: [Insert Date]

To: [Volunteer Name]

Email: [Volunteer Email]

Address: [Volunteer Address]

Dear [Volunteer Name],

We hope this message finds you well. We are writing to inform you of a violation of our volunteer policy that has been brought to our attention. It is essential for us to maintain a safe and respectful environment for all our volunteers, and we take such matters seriously.

Details of the Violation:

- Date of Incident: [Insert Date]
- Description: [Brief Description of the Violation]

This behavior is inconsistent with the standards we expect from our volunteers and is a violation of section [Insert Relevant Section] of our volunteer policy.

As a result of this violation, we ask that you take the following corrective actions:

1. [Action Required 1]
2. [Action Required 2]

Please consider this letter a formal warning. Further violations may result in more severe consequences, including potential suspension or termination of your volunteer status.

Should you wish to discuss this matter further, please do not hesitate to contact us at [Contact Information]. We appreciate your understanding and commitment to our organization.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]