

# Volunteer Suspension Notification

Date: [Insert Date]

Dear [Volunteer Name],

We hope this message finds you well. We regret to inform you that due to [brief description of reason, e.g., unforeseen circumstances, policy violations, etc.], we must place a temporary suspension on your volunteer activities with [Organization Name].

Your suspension will begin on [Start Date] and will be reviewed on [Review Date]. During this period, we kindly request that you refrain from participating in any volunteer activities until further notice.

We value your contributions and hope to resolve this matter promptly. Should you have any questions or wish to discuss this further, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]