

# Volunteer Engagement Mediation Process

Date: [Insert Date]

To: [Volunteer Name]

From: [Coordinator Name]

Subject: Mediation Process Regarding Volunteer Engagement

Dear [Volunteer Name],

We hope this message finds you well. We appreciate your dedication and contributions to our organization. However, we have noticed some concerns regarding your engagement in recent activities, and we believe it is important to address these issues promptly.

In order to facilitate effective communication and resolve any misunderstandings, we would like to invite you to participate in a mediation process. This meeting will serve as a platform for you to express your thoughts and feelings while allowing us to clarify any concerns from our side.

Please let us know your availability for a meeting within the next week. The mediation session will be conducted in a supportive environment, ensuring that all parties feel heard and respected.

We appreciate your cooperation and commitment to finding a resolution that benefits both you and our organization. Thank you for your attention to this matter, and we look forward to hearing from you soon.

Warm regards,

[Coordinator Name]

[Organization Name]

[Contact Information]