Dear Marty,

Thank you for demonstrating your willingness to help abused children by becoming a volunteer at Safe Haven Outreach. We truly appreciate the hours you have dedicated to the organization. However, as you know, we require each volunteer to spend a minimum of 2 hours per week mentoring our clients. Our records indicate that over the last 2 months you have not met your volunteer obligation on a consistent basis. Because we are limited to the supervision of a specific number of volunteers, we feel we have no option but to dismiss you from our volunteer program.

Please be assured this letter is not a negative reflection on you or your dedication to helping those in need. I am fully aware that you have been unable to meet your volunteer obligation due to a family emergency. From my own personal experience, I know how hard it is to take care of a parent who has suffered a sudden and unexpected illness. And, I sincerely appreciate every hour you have set aside to help us achieve our mission.

You have been a true blessing to our staff, the other volunteers, and the clients you have mentored over the last 2 years. We will miss your smile and your positive attitude. It is my sincere hope that you will reapply as a volunteer as soon as your mother returns to full health. You possess a genuine love of others that makes our clients feel valued and gives them the strength to work toward the goals they need to reach in the recovery process.

I hope you understand that as a director for this organization, I must put the needs of the clients before personal sentiment. If you have any questions, please feel free to call me at the organization or on my personal cell phone at (555)-555-5555. I hope that your absence from Safe Haven Outreach is a short one. I wish you and your family the best. Again, thank you for helping us to make a difference in the lives of children and adults impacted by abuse.

Sincerely,

Alice Perkins

Alice Perkins

Director of Volunteers

Safe Haven Outreach