100 Main Street, London, UK NW80QE | | M: |
Volunteer Coordinator – The People’s Cause

September 1 2014
David Stampton
100 Broadway Lane
London UK NW80QE

Dear Mr. Stampton

We have recently been given information that confirms that you misrepresented yourself on your volunteer application. This is a very serious offence and we are forced to terminate your position as a volunteer for The People’s Cause effective immediately.

When you filled out your application it was clearly stated that we have to do a mandatory background check of each applicant before offering a position. Recent information that has been given to us indicates that you did not list your past criminal history in your application and that is a serious violation of our policies.

I should also point out that misrepresenting yourself on an application for a charitable organisation is considered a criminal offence in this state. The board will convene to determine if we are going to turn this information over to the authorities or not. Since the decision is ultimately that of the charitable organisation’s we will have to determine what course we will take.

If you have any questions or need further information you may contact me at 555-334-4323 or email me at ahanson@email.com. If our attorney gets involved I will let you know.

Sincerely Yours

Annabelle E. Hanson

Volunteer Coordinator

The People’s Cause