

Draft 06-28-04
Letter Template E
Letter To Volunteer Regarding Dismissal

(Date)

(Name of volunteer)

(Address)

(Address)

Dear (Name of volunteer):

This letter is to inform you that your status as a Maine 4-H Volunteer has been terminated, effective immediately.

(Language specific to the situation concerning the reasons, process to investigate, results, conclusion to terminate, and process for appeal if any).

(Name of educator or professional) will be working with members of the (Name of club) 4-H Club to transition them to new leadership.

Sincerely,

(Name)

Dean & Director, UMCE

cc: (Name), Program Administrator, UMCE
(Name), Extension (Educator; Professional)