

## **Letter example**

Thank you to Sarah-Jane, the Community Engagement Officer at Marie Curie for sharing this example

'Hi [name],

I hope you are well. I am following up from our recent catch ups over the last few months and wanted to check in on how you were, and what's your current thoughts are around Volunteering. Whilst we have loved having you as part of our team, I am conscious that you have had a lot going on over the last couple of months and therefore want to see how you would like to proceed.

There are several options for you, we could arrange a 1:1 wellbeing check-in to see if there is any additional support, we can offer you should you wish to restart your existing role, or have a conversation about what alternative opportunities you might be interested in.

However, we also understand that life can move on, and we can become busy with varying priorities and understand if you want to take a step down from volunteering.

If you are able to respond to us by [insert date, around 2 weeks] we can either update your records accordingly or arrange some time for us to complete a 1:1 wellbeing check-in to get you up and running again with us again.

However, please note if we do not hear from you, we will need to inactivate your role with us due to the length of absence from active volunteering in line with our local policies.

Please note, you would be welcome to re-apply for any of our volunteering roles again in the future should you wish to.

We really look forward to hearing from you.