**Formal Advice Letter Template**

*Please see* ***Managing Concerns about Volunteers Policy and Procedure*** *for details about when and how this sanction is applied.*

*This letter should be sent by the County Commissioner or person appointed by HQ or Region. It must be viewed and approved by the Country/ Region Chief, in partnership with the relevant team at HQ.*

*A record of this sanction will be made by HQ on Go.*

*Please note:*

* *When detailing concerns it’s important to use objective language and avoid personal opinion*
* *Refer to the third person when outlining concerns, e.g. ‘use of inappropriate language’ or ‘consent forms not completed in line with Girlguiding compliance procedures’*

Dear

Following our recent meeting on DATE, I am writing to confirm the outcome of our discussion.

I requested this meeting due to the following concerns:

* INSERT BRIEF SUMMARY OF CONCERNS

I enclose with this letter a copy of notes taken during the meeting.

As a result of these concerns and our subsequent discussion we agreed the following actions would be followed;

* INSERT BRIEF SUMMARY OF AGREED ACTIONS

Please be aware that further instances of failure to comply with Girlguiding expectations may lead to further action, including restriction or withdrawal of your volunteer role(s).

Of course, I hope this will not be necessary and I am confident that you will adhere to the recommendations that have been made.

Please be assured that this information will be kept confidential.

Thank you for the time and dedication you give to Girlguiding.

Yours sincerely,