Insert recipient address

Address 1

Address 2

Address 3

Post code

**Private and confidential**

[DATE]

Dear

Following our meeting on DATE, I’m writing to confirm the outcome of our discussion.

I asked for this meeting due to the following concerns:

* INSERT BRIEF SUMMARY OF CONCERNS

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

As a result of these concerns and our subsequent discussion, we agreed on the following actions:

* INSERT BRIEF SUMMARY OF AGREED ACTIONS

I’m confident that you’ll follow the recommendations we’ve made. However, please be aware that further failures to comply with Girlguiding’s expectations may lead to further action. This could include restricting or withdrawing your volunteer role(s). Of course, I hope this won’t be necessary.

For more information on formal advice, please see our [managing concerns about adult volunteers procedure](https://www.girlguiding.org.uk/information-for-volunteers/policies/managing-concerns-about-adult-volunteers-policy/managing-concerns-about-adult-volunteers-procedure/) on the Girlguiding website.

You have the right to appeal against this decision, if you have new information or evidence we haven’t already considered. You must submit any appeal in writing by post or email within 28 days of the date on this letter. Send it to Girlguiding HQ, for the attention of the TEAM NAME. Our chief guide and/or membership services director will decide whether to grant any appeal. For more information, please see the [appeals and review procedure](https://www.girlguiding.org.uk/information-for-volunteers/policies/managing-concerns-about-adult-volunteers-policy/appeals-and-review-procedure/#:~:text=You%20need%20to%20request%20an,the%20outcome%20of%20the%20investigation.) on our website.

Please be assured that we’ll keep the information in this letter confidential.

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

Yours sincerely,

[Staff name]

[Role]

Girlguiding