



South Australian Judo Academy
Incorporation Number A39882

Pauls Drive Valley View SA 5093

P: 0402 859 905

www.sajudoacademy.com.au

Dear

This is to confirm our conversation on [insert date] and notify you that you are no longer a volunteer with The South Australian Judo Academy as of that date.

The reasons for your dismissal are:

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[Note: these should be set out very briefly and tie to the SAJA policies: "failure to follow SAJA rules of volunteer behavior," "conflict of interest," "failure to perform SAJA work to required standards," etc. Before sending this letter you will already have discussed all of the reasons with the volunteer and taken steps with the volunteer to correct the behavior. This letter is not intended to re-argue any of the reasons for dismissal. It is simply a written record of the fact that the volunteer has been separated from the SAJA program.]

You have demonstrated unacceptable behavior and all efforts to correct that behavior have failed. Dismissal as a volunteer from the SAJA program is our only recourse at this time.

Please note that you are not to participate in any SAJA-related events or activities, to interact with beneficiaries of SAJA services, or to represent yourself in any way as an SAJA volunteer.

We ask you to please return all SAJA-related materials to us, specifically:

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[Note: this would include business cards, other SAJA identification, any beneficiary information, etc. If you conduct an in-person dismissal of the volunteer you should ask for the return of these items as part of that conversation since it is easier to collect them then instead of after the volunteer has departed.] We will be contacting you about these items.

While your behavior has not met with our standards of acceptable behavior, we would still like to thank you for your contributions in the past and for your support for the SAJA program. We are truly sorry that this has not worked out as well as we both had hoped.

Please communicate any questions or issues regarding your dismissal to Sandy McCulloch, Director of Strategy and Marketing – email - sandymcc@heccies.org.au.

Yours faithfully,



Steve Brown
Head Coach