



Sample Letter Dismissal Letter

UC Master Gardener Program Administrative Handbook, Appendix 9

<DATE>

VOLUNTEER NAME

ADDRESS

CITY STATE ZIP

RE: UC Master Gardener Program of <COUNTY NAME> County

Dear <NAME>:

I regret to inform you that due to failure to act in a manner consistent with the best interests of the UC Master Gardener Program, I am not renewing your appointment as a UCCE Master Gardener volunteer in <COUNTY NAME> County. This is effective upon your receipt of this certified letter.

The core values of our organization stress cooperation and mutual respect as well adherence to our code of conduct. Based on your actions, these core values have been violated.

<Cite specific details for the non-renewal> *(For example: recent actions have demonstrated an unwillingness to work cooperatively and collaboratively with us, and a failure to recognize staff authority and the role and responsibility they have for managing the UC Master Gardener Program. You have indicated an unwillingness to follow the suggestions of staff in relation to your work as a UCCE Master Gardener. In addition, our volunteer code of conduct prohibits the use of alcohol, which you used in excess during the recent activity on <date>).*

We have valued your work as a volunteer with our program. I regret not being able to renew your appointment as a volunteer with our organization. I wish you the best in your future endeavors.

Sincerely,

<County Director Name>

<TITLE>

cc: Program Coordinator
Farm Advisor
Regional Director
Statewide UC Master Gardener Program Director