



California Master Gardener Program
SAMPLE DISMISSAL LETTER
University of California Cooperative Extension



[Date]

[Name]

[Address]

[City, State, and Zip]

Dear [Name]:

I regret to inform you that due to your failure to act in a manner consistent with the best interests of the University of California Cooperative Extension Master Gardener Program (UCCE MGP), your appointment as a MG volunteer in [county name] County will not be renewed. This is effective upon your receipt of this certified letter.

The core values of our organization stress cooperation and mutual respect as well as adherence to our Code of Conduct. Based on your actions, these core values have been violated. [Cite specific detail and reasons for the non-renewal. Following are some sample specifics: Your 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 Master Gardener Program. You have indicated an unwillingness to follow the suggestions of staff in relation to your work as a Master Gardener. In addition, our volunteer Code of Conduct prohibits the use of alcohol, which you used in excess during the recent activity on February 19th, 2007.]

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

Sincerely,

[County Director Name]

County Director

cc: Volunteer Coordinator
Farm Advisor
Regional Director
Statewide Master Gardener Coordinator