



Dear **Volunteer Name**,

Thank you for applying to become a volunteer with us, it is very kind of you to offer to help out.

Unfortunately at this time we will not be able to offer you a role with us.

Delete as appropriate:

*As you can appreciate, we have a duty of care to the people that we serve and support so have robust procedures in place for recruiting volunteers. Taking into account the circumstances that brought about your conviction we are unable to progress with your application at this time.

*We had a number of applications for this role and I regret to inform you that at this time you have not been successful

*At this time we do not feel that your skills and experience match what we need for this role. (However, if you would be interested in volunteering in another role with this organisation, we could offer XX)

There may be other roles that would interest you which can be found on our website at www.volunteercentrebexley.co.uk and a member of the volunteer team would be happy to help you find a role that suits. Please email bexleyvc@bvsc.co.uk if you would like to take advantage of this opportunity.

May I take this opportunity to thank you for your time and to wish you all the best for the future,

Kind Regards,