

# SAMPLE VOLUNTEER MENTOR REJECTION LETTER



*Your legal counsel and Board of Directors should develop guidelines for how this is handled, including exact wording for your letter of rejection.*

Date  
Re: Mentor Candidacy

Dear *(inset applicant's name)*,

THE AGENCY would like to sincerely thank you for your application and interest in becoming a mentor with our program.

Our executive committee that screens and selects mentor or volunteer candidates has carefully reviewed all material you have provided, and we regret to inform you that your application has not been accepted. The reasons for this action are completely confidential and staff members are not permitted to discuss them.

Thank you again for your interest in our organization, and we wish you the best of luck in your future endeavors.

Very truly yours,

THE AGENCY  
Executive Committee