

Late, Absence, or Resignation emails for VP to send:



ABSENCE EMAIL #1 – 2nd Absence

Date:

Dear _____,

This letter is to remind you that your attendance is important to our Chapter, and we look forward to seeing you every week.

For our MSF Chapter to reach its highest potential, it is crucial to have everyone on time and at every meeting. When you are not there, you are missed. Please refer to MSF General Policy #5.

We would also like to take this opportunity to remind you that if for any reason you cannot make it to the meeting, please send a substitute in your place; you will not be counted absent. Substitutes are important because they can give referrals. If something comes up at the last minute, please contact your President or Vice President and let them know, and it might be an excused absence and not count against you.

We value you as a member and we are glad to have you in our Chapter.

The Membership Committee
MSF Chapter

cc: MSF Chapter President



ABSENCE EMAIL #2 – 3rd Absence

Date:

Dear _____,

This letter is to inform you that you are in violation of MSF General Policy #5. If you cannot make our meetings and abide by our very lenient attendance policy, we will regretfully have to open your profession. Your attendance is very important to the overall synergy of the Chapter and important to help impress visitors.

For our MSF Chapter to reach its highest potential, it is crucial to have everyone on time and at every meeting. When you are not there, you are missed. Please refer to MSF General Policy #5.

We would also like to take this opportunity to remind you that if for any reason you cannot make it to the meeting, please send a substitute in your place; you will not be counted absent. Substitutes are important because they can give referrals. If something comes up at the last minute, please contact your President or Vice President and let them know, and it might be an excused absence and not counted against you.

We value you as a member and we are glad to have you in our Chapter.

The Membership Committee
MSF Chapter

cc: MSF Chapter President



Date:

Name

Address

Address

Dear _____,

This letter is to inform you that you are in violation of MSF General Policy #5. If you cannot make our meetings and abide by our attendance policy, we will regretfully have to open your profession. Your attendance is very important to the overall success of the Chapter and important to help impress visitors. This is your 4th absence in a 6-month period; you are not allowed to miss anymore, or we will be forced to open your position within our Chapter. Please schedule a meeting with the Membership Committee if you need help or clarification.

For our MSF Chapter to reach its highest potential it is crucial to have everyone on time and at every meeting. When you are not there, you are missed. Please refer to MSF General Policy #5.

We would also like to take this opportunity to remind you that if for any reason you cannot make it to the meeting, please send a substitute in your place; you will not be counted absent. Substitutes are important because they can give referrals. If something comes up at the last minute, please contact your President or Vice President and let them know, and it might be an excused absence and not counted against you.

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The Membership Committee
MSF Chapter

cc: MSF Chapter President
MSF Area Director



LATE EMAIL #1 – 2nd Late

Date:

Dear _____,

This letter is to remind you that our meeting starts at 7:00 AM; we have noticed that you are having trouble arriving on time. If there is anything the leadership team can do to help you, please let us know. Everyone being on time is important to the overall synergy of the Chapter and more impressive to visitors.

For our MSF Chapter to reach its highest potential, it is crucial to have everyone on time and at every meeting. When you are not there, you are missed. Please refer to MSF General Policy #5.

We would also like to take this opportunity to remind you that if for any reason you cannot make it to the meeting, please send a substitute in your place; you will not be counted absent. Substitutes are important because they can give referrals. If something comes up at the last minute, please contact your President or Vice President and let them know, and it might be an excused absence and not counted against you at all.

We value you as a member and we are glad to have you in our Chapter.

The Membership Committee
MSF Chapter

cc: MSF Chapter President



Date:

Dear _____,

This letter is to remind you, again, that our meeting starts at 7:00 AM; we have noticed that you are having trouble arriving on time. If there is anything the leadership team can do to help you, please let us know. Everyone being on time is important to the overall synergy of the chapter and more impressive to visitors.

For our MSF Chapter to reach its highest potential, it is crucial to have everyone on time and at every meeting. When you are not there, you are missed. Please refer to MSF General Policy #5.

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We value you as a member and we are glad to have you in our Chapter.

The Membership Committee
MSF Chapter

cc: MSF Chapter President



Date:

Dear _____,

This letter is to remind you, again, that our meeting starts at 7:00 AM; we have noticed that you are having trouble arriving on time. If there is anything the leadership team can do to help you, please let us know. Everyone being on time is important to the overall synergy of the chapter and more impressive to visitors.

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We value you as a member and we are glad to have you in our Chapter.

The Membership Committee
MSF Chapter

cc: MSF Chapter President



DISMISSAL EMAIL 5th absence in 6 months or numerous lates

Date:

Name

Address

Address

Dear _____,

This letter is to inform you that you are in violation of MSF General Policy #5. You have been late or absent to five or more meetings in the past 6 months.

Attendance is very important to the overall success of the Chapter. We all care about you as a person, but we take networking seriously. For our MSF Chapter to reach its highest potential, it is crucial to have everyone on time and at every meeting.

Regretfully, we are opening your position in our Chapter. As of today, you are no longer a member; we wish you success in all that you do. Please email bill@msfworks.com to cancel your automatic billing as soon as your 12-month contract is up; you must give a 30-day notice, and your billing will stop once your 12-month contract has been fulfilled.

The Membership Committee
MSF Chapter

cc: MSF Chapter President

cc: MSF Area Director & MSF office manager