

EXAMPLE MEMBER ATTENDANCE REMINDER EMAIL

Subject: Biz to Biz Network Inc. – Attendance Reminder

Dear John Doe,

It has come to our attention that you have missed a meeting requiring us to send out this reminder about the attendance policy. We sincerely hope you are okay and if there is something we should be aware of, please reach out.

We are sending you this reminder to make you aware that your membership may be in jeopardy with Biz to Biz. We send a reminder when a member has missed two meetings in a row, four in a two-month time period, or twelve in a year. In the event you miss a third meeting in a row, or a fifth in a two-month period, or thirteen in a year your membership will be canceled.

In case it may have slipped your mind, our attendance policy is as follows:

Attendance Policy: Each member of Biz to Biz Network is a very busy individual and time is one of the most valuable assets each one has. Therefore, it is imperative that each member is dedicated to their chapter and weekly attendance should be of utmost importance. Without weekly participation from all members the chapter will not achieve its primary objective which is business growth for each of its members. Attendance is necessary to better understand each members business so that referrals can be most effective. Each member however will on occasion need to miss a meeting due to business needs, education for licensing or illness/personal matters, etc., so with that in mind a member may miss no more than no more than two consecutive weeks in a row, no more than four missed in a two calendar month time frame, and no more than twelve missed in a year. Any absences in the excess of this number would create an immediate termination of membership. The member may avoid some absenteeism by sending a substitute in their place to represent them. The substitute however may not be a member of the same chapter.

If you should be terminated the following policy is in place:

Terminated Members: Members terminated due to violation of attendance policy may not reapply for a membership with any chapter for a period of 6 months. They will need to complete an application with the appropriate fees for consideration. Members terminated due to violation of code of conduct may not reapply for one year and application must be approved by majority vote of the advisory board.

If some sort of emergency situation has arisen, please call the Home Office right away at 1-877-224-9224 or email info@biztobizinc.com. It is not our intent to bring additional hardship to you in this situation. We hope this letter finds you well and look forward to seeing you again next week!

Sincerely,

Jane Doe
Chapter President
janedoe@yourdomain.com
999-999-9999