

## **Immediate Removal Notification**

**Date:**

**To: (Student Name)**

**From:**

### **Re: Immediate Removal from the Rotary Youth Exchange Program**

The core values of Rotary, as well as adherence to our rules, guidelines, and behavior policies, were communicated to you to ensure your success as a student in our program. However, based on your actions, District 5100 regrets to inform you that you are being removed from the Rotary Youth Exchange Program.

**Background:**

**Reason for Removal from the Program:**

**Next Steps:**

Cc: Student  
Student's Natural Parents  
Sponsor District Country Officer  
Host District Club President  
Host District Country Officer  
Host District Youth Exchange Chair  
Host District Governor

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**Example C:**