Volunteer Appointment Letter Template

[Organization Letterhead]

[Date]

[Volunteer's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Volunteer's Name],

We are excited to welcome you as a volunteer with [Organization Name]. Your willingness to contribute your time and skills is greatly appreciated, and we believe you will have a positive impact on our initiatives.

Volunteer Position: [Volunteer Position]

Start Date: [Start Date]

Duration: [Duration]

Location: [Work Location]

Please find attached the details of your volunteer role, including your responsibilities, schedule, and any specific guidelines. If you have any questions or need further information, please don't hesitate to contact us.

Your dedication and commitment to our cause are valued. To formalize your appointment, please sign and return this letter by [Acceptance Deadline].

Thank you for joining us in making a difference.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]