

Professional skills-based volunteer confirmation

Subject: Professional Volunteer Position Confirmed - [Specific Skill Area]

Dear [Volunteer Name],

We are pleased to confirm your acceptance as a specialized volunteer with [Organization Name].

Your professional expertise in [specific skill/field] makes you an invaluable asset to our mission.

Based on your qualifications and our current needs, you have been matched with the following opportunity:

Project: [Project Name/Description]

Expected Time Commitment: [Hours/Duration]

Project Timeline: [Start Date] to [Estimated Completion]

Key Deliverables: [Brief list of expected outcomes]

Project Manager: [Name and Contact Information]

Your professional background in [relevant experience] directly addresses our organizational challenge of [specific need]. We anticipate that your contribution will have significant impact on [expected outcomes].

A project kickoff meeting is scheduled for [Date] at [Time]. During this meeting, you'll receive detailed project specifications, access to necessary resources, and introduction to key stakeholders.

We understand that as a professional volunteer, your time is particularly valuable. We're committed to ensuring your volunteer experience is meaningful, well-organized, and respectful of your expertise.

Thank you for sharing your professional skills with our cause.

Respectfully,

[Program Director Name]

[Title]

[Organization Name]

Professional Volunteer Program

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