

Provisional acceptance with requirements

Subject: Volunteer Application Status - Conditional Acceptance

Dear [Volunteer Name],

Thank you for your interest in volunteering with [Organization Name]. We are pleased to offer you conditional acceptance pending completion of the following requirements:

REQUIRED BEFORE FINAL ACCEPTANCE:

1. Background check clearance (initiated, results pending)
2. Completion of online training modules (links provided below)
3. Submission of three professional references
4. Attendance at mandatory orientation session

TRAINING MODULES TO COMPLETE:

- [Module 1]: [Link]
- [Module 2]: [Link]
- [Module 3]: [Link]

Deadline for completion: [Date]

Once all requirements are satisfied, your volunteer status will be confirmed and you can begin your service as [Position Title]. We anticipate this process will take approximately [timeframe].

Please complete these items at your earliest convenience. If you encounter any difficulties or have questions about any requirements, contact [Contact Person] at [Contact Information].

We look forward to welcoming you to our volunteer team once all conditions are met.

Sincerely,

[Volunteer Coordinator Name]

[Title]

[Organization Name]

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