

Volunteer Evaluation and Feedback

Date: [Insert Date]

To: [Volunteer's Name]

From: [Evaluator's Name]

Subject: Evaluation and Feedback on Volunteering Experience

Dear [Volunteer's Name],

Thank you for your dedicated service as a volunteer with [Organization's Name]. We appreciate the time and effort you have invested in our activities.

Evaluation Summary

Your contributions during your time with us have been invaluable. Below are some key points regarding your performance:

- Commitment: [Comments on commitment level]
- Teamwork: [Comments on collaboration with others]
- Skills: [Comments on skills demonstrated]
- Impact: [Comments on the impact made]

Feedback for Improvement

While your performance has been commendable, we believe there is always room for growth:

- [Area for improvement #1]
- [Area for improvement #2]
- [Area for improvement #3]

Overall Comments

Overall, we are very pleased with your contributions and look forward to seeing your continued growth in future volunteer opportunities.

Next Steps

Should you wish to discuss your evaluation further, please feel free to reach out. We value your input and would love to hear your thoughts.

Thank you once again for your hard work and dedication!

Sincerely,

[Evaluator's Name]

[Evaluator's Position]

[Organization's Name]