

# Next Steps for Volunteer Agreement Renewal

Dear [Volunteer Name],

We hope this message finds you well. As your current volunteer agreement is set to expire soon, we would like to outline the next steps for your renewal:

1. **Review Your Current Agreement:** Please take a moment to review your existing volunteer agreement.
2. **Update Your Information:** If there have been any changes to your personal information or availability, please send us the updates by [deadline date].
3. **Sign the Updated Agreement:** We will send you a new agreement by [date]. Please sign and return it by [return deadline].
4. **Attend the Renewal Orientation:** Join us for a brief orientation session on [orientation date and time] to discuss any changes and answer any questions.
5. **Finalize Your Renewal:** Once we have received your signed agreement and you have attended the orientation, your renewal will be finalized.

Thank you for your continued commitment to our organization. We appreciate your invaluable contributions and look forward to another successful term together!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]