

Volunteer Performance Review

Date: [Date]

Dear [Volunteer Name],

We want to take this opportunity to thank you for your commitment and valuable contributions as a volunteer with [Organization Name]. Your dedication has made a significant impact on our community, and we appreciate your efforts.

Performance Overview

During [specify the review period], you were involved in the following activities:

- [Activity/Volunteer Role 1]
- [Activity/Volunteer Role 2]
- [Activity/Volunteer Role 3]

Strengths

We would like to highlight some of your strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

We also recognize areas where you could further develop:

- [Improvement Area 1]
- [Improvement Area 2]

Goals for Next Review Period

For the upcoming review period, we suggest the following goals:

- [Goal 1]
- [Goal 2]

Thank you once again for all your hard work and commitment. We look forward to continuing to work with you and supporting your personal growth as a valuable member of our team.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]