

Volunteer Role Summary

Date: [Insert Date]

To: [Volunteer Name]

From: [Organization Name]

Subject: Volunteer Role Summary

Dear [Volunteer Name],

Thank you for your commitment to [Organization Name]. Below is a summary of your role as a volunteer:

Position Title: [Insert Title]

Description: [Brief description of the volunteer role]

Responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Time Commitment:

[Details about the expected time commitment]

Reporting To:

[Name of the supervisor or coordinator]

Skills and Qualifications:

[List any required skills or qualifications]

Conclusion:

We appreciate your efforts and look forward to a successful collaboration!

Sincerely,

[Your Name]
[Your Title]
[Organization Name]