

# Community Service Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to offer you the position of Community Service Volunteer with [Organization Name]. This letter outlines the terms of your agreement.

## Position

Your role will involve [brief description of duties and responsibilities].

## Duration

The term of this agreement will begin on [start date] and will continue until [end date], unless terminated earlier.

## Hours

You are expected to contribute approximately [number] hours per week.

## Supervision

You will report to [Supervisor's Name] during your time with us.

## Agreement

By signing below, you agree to undertake the responsibilities outlined in this letter and adhere to the policies of [Organization Name].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

# Acceptance

I, [Recipient's Name], accept the terms of this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_