

Training Assessment for Volunteer Program

Date: [Insert Date]

Volunteer Name: [Insert Volunteer Name]

Address: [Insert Volunteer Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Volunteer Name],

We are writing to provide you with a formal assessment of your training in our social service agency volunteer program.

Training Overview

Throughout your training period, you have successfully completed the following modules:

- Introduction to Social Services
- Communication Skills
- Understanding Diversity and Inclusion
- Ethical Practices in Social Services

Assessment Summary

Based on your participation, engagement, and performance, we are pleased to share that you have shown excellent progress in key areas, including:

1. Knowledge of social service principles
2. Interaction with clients
3. Team collaboration

Recommendations

We recommend further training in the following areas to enhance your skills:

- Crisis Intervention Techniques
- Conflict Resolution

Thank you for your commitment to our program. We look forward to seeing your continued growth as a valued volunteer.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[Contact Information]