

Letter of Responsibility Allocation

Date: [Insert Date]

To: [Volunteer Name]

Address: [Volunteer Address]

Dear [Volunteer Name],

We are pleased to welcome you as a volunteer with [Agency Name]. Your dedication to our mission of [Brief Mission Statement] is greatly appreciated. This letter outlines your responsibilities and expectations during your time with us.

Responsibilities:

- Assist with [Specific Task or Program].
- Participate in [Training/Meetings].
- Complete assigned projects by [Due Date].
- Report to [Supervisor Name] regarding any issues or concerns.
- Follow [Agency Name] policies and procedures.

Your role is vital to the success of our programs and we are confident that your contributions will make a significant impact. Please feel free to reach out to me at [Your Contact Information] if you have any questions or need clarification.

Welcome aboard, and thank you for your commitment to [Agency Name]!

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Contact Information]