

Confirmation of Volunteer Engagement

Date: [Insert Date]

[Volunteer Name]

[Volunteer Address]

[City, State, Zip Code]

Dear [Volunteer Name],

We are pleased to confirm your engagement as a volunteer with [Organization Name]. Thank you for your commitment to helping us make a difference in the community.

Your role will involve [brief description of the volunteer role], and your services will be required from [start date] to [end date]. We appreciate your willingness to dedicate your time and effort.

Please find below the details of your engagement:

- **Position:** [Position Title]
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Location:** [Location]
- **Contact Person:** [Contact Person Name, Phone, Email]

If you have any questions or need further information, please do not hesitate to reach out. We look forward to working with you and appreciate your valuable contribution.

Thank you once again for your commitment to our cause.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Phone Number]

[Organization Email]