

Placement Confirmation Letter

Date: [Date]

Volunteer Name: [Volunteer Name]

Address: [Volunteer Address]

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

Dear [Volunteer Name],

We are pleased to confirm your placement as a volunteer with [Organization Name] starting from [Start Date]. We believe your skills and enthusiasm will be a great addition to our team.

Your primary responsibilities will include:

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

Please report to [Location] on [Date and Time] for your orientation and training session. If you have any questions or need further information, feel free to contact us at [Contact Information].

Thank you for your willingness to contribute your time and talents to [Organization Name]. We look forward to working with you!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]