

Welcome to Our Team!

Dear [Coordinator's Name],

We are excited to welcome you as a Parent Volunteer Coordinator at [School/Organization Name]. Your involvement is vital to the success of our programs, and we appreciate your commitment to supporting our students and staff.

Onboarding Information

Please find below important information to help you get started:

- **Orientation Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]

During the orientation, you will meet other coordinators, learn about our goals, and receive resources to assist you in your role.

Next Steps

To confirm your attendance, please reply to this email by [RSVP Deadline]. If you have any questions before then, feel free to reach out to us at [Contact Information].

Thank you for your willingness to contribute to our community. We look forward to working with you!

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]