

Welcome to [NGO Name]!

Dear [Volunteer Name],

We are thrilled to welcome you to the [NGO Name] family! Thank you for your willingness to contribute your time and skills to our mission.

As a new volunteer, you are now part of a dedicated team that strives to [briefly describe the mission or goals of the NGO]. Your involvement is vital, and we are excited about the positive impact we can create together.

To help you get started, here are a few important details:

- **Orientation Date:** [Date]
- **Location:** [Location]
- **Contact Person:** [Name and Contact Information]

We encourage you to reach out if you have any questions or need support. Our team is here to assist you every step of the way.

Thank you once again for your commitment. We look forward to working alongside you to make a difference!

Warm regards,

[Your Name]
[Your Position]
[NGO Name]
[Contact Information]