

# Feedback on Your Volunteer Performance

Date: [Insert Date]

Dear [Volunteer Name],

I hope this message finds you well. I wanted to take a moment to provide feedback regarding your performance as a volunteer with [Organization Name].

First and foremost, we greatly appreciate the time and effort you have dedicated to our organization. Your contributions have made a significant impact, particularly in the following areas:

- [Highlight specific achievement or task]
- [Highlight another achievement or quality]
- [Highlight additional contributions]

Additionally, I would like to suggest a few areas for improvement:

- [Suggestion for improvement]
- [Another suggestion]

Overall, your enthusiasm and commitment are commendable, and we hope to see you continue to grow in your role. Please feel free to reach out if you have any questions or need further guidance.

Thank you once again for your hard work!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]