

Volunteer Role Ratification

Date: [Insert Date]

To: [Volunteer Name]

From: [Your Organization Name]

Subject: Ratification of Volunteer Role

Dear [Volunteer Name],

We are pleased to inform you that your role as a volunteer with [Your Organization Name] has been officially ratified. We appreciate your commitment and the unique skills you bring to our team.

As discussed during the interview process, your responsibilities will include:

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

Your start date is confirmed for [Start Date]. Please make sure to attend the orientation session scheduled for [Orientation Date].

We are excited to have you aboard and look forward to your contributions in making a positive impact in our community.

Best Regards,

[Your Name]

[Your Position]

[Your Organization Name]

[Contact Information]