

Employment Confirmation for Volunteer Position

Date: [Insert Date]

[Volunteer's Name]

[Volunteer's Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

We are pleased to confirm your involvement as a volunteer in the [Specify Position] at [Organization Name]. Your commitment to our mission is greatly appreciated.

As a volunteer, your activities will include [briefly outline responsibilities]. You are expected to start on [Start Date] and we anticipate your support for [duration of the volunteering period].

Please sign and return a copy of this letter to confirm your acceptance of this volunteer position.

Thank you for agreeing to contribute your time and talents to our organization. We look forward to working together!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]

Accepted by:

[Volunteer's Signature] _____

Date: _____