

# Welcome to Our Team!

Dear [Volunteer Name],

We are thrilled to have you join our organization as a volunteer. Your commitment and enthusiasm are greatly appreciated. This letter outlines the key expectations for your role as a volunteer.

## Role Expectations

- **Attendance:** Please commit to a regular schedule and inform us in advance if you cannot make it.
- **Responsibility:** Complete assigned tasks to the best of your ability and seek help when needed.
- **Communication:** Maintain open lines of communication with your supervisor and fellow volunteers.
- **Teamwork:** Collaborate and support fellow team members to achieve common goals.
- **Respect:** Uphold a respectful and inclusive environment for everyone involved.

If you have any questions or need further clarification on your role, please do not hesitate to reach out.

Thank you for your dedication and for making a difference in our community!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]