

Volunteer Position Confirmation

Date: [Insert Date]

Dear [Volunteer's Name],

We are pleased to confirm your volunteer position as [Position Title] with [Organization Name]. Your contribution is invaluable to us, and we are excited to have you on board!

Your role will commence on [Start Date] and will involve [Brief Description of Responsibilities]. Please find attached the orientation materials for your reference.

If you have any questions or need further information, please feel free to reach out to us at [Contact Information].

Thank you for dedicating your time and effort to our organization. We look forward to working with you!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]