

Reference Letter for Volunteer Work

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a reference for [Student's Name], who volunteered at [Organization's Name] from [Start Date] to [End Date]. During this time, [he/she/they] demonstrated exceptional dedication and commitment to our mission.

[Student's Name] took on a variety of roles including [list specific roles or tasks], and consistently approached each task with enthusiasm and a positive attitude. [He/She/They] displayed outstanding communication skills and was able to work effectively both independently and as part of our team.

One of [his/her/their] notable contributions was [describe a specific project or accomplishment]. This not only benefited our organization but also showcased [Student's Name]'s ability to handle responsibilities with professionalism.

I wholeheartedly recommend [Student's Name] for any opportunities in the future. [He/She/They] will undoubtedly be an asset wherever [he/she/they] chooses to go next.

Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Organization's Name]

[Organization's Address]