

Job Offer Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Non-Profit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Subject: Acceptance of Volunteer Coordinator Position

Dear [Hiring Manager's Name],

I am writing to formally accept the position of Volunteer Coordinator at [Non-Profit Organization's Name], as discussed in our recent conversation. I am excited about the opportunity to contribute to your mission and support our volunteers in making a meaningful impact in the community.

I appreciate the trust you have placed in me, and I am looking forward to starting on [Start Date]. Please let me know if there are any documents or information you require from me before my start date.

Thank you once again for this opportunity. I look forward to working with the team and helping to further [Non-Profit Organization's Name]'s goals.

Sincerely,

[Your Name]