

Volunteer Engagement Authorization

Date: [Insert Date]

To: [Volunteer Name]

Address: [Volunteer Address]

Dear [Volunteer Name],

We are pleased to inform you that your application to volunteer with [Organization Name] has been approved. Your skills and dedication will be a valuable addition to our team.

Your volunteer role will commence on [Start Date] and will involve [brief description of responsibilities]. We appreciate your commitment to making a difference in our community.

Please find the attached documentation that outlines your responsibilities and the terms of your volunteer engagement. Your signature on the authorization form is required to formalize your involvement.

We look forward to having you on board and working together toward our mission.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]