

Volunteer Acceptance Letter

Date: [Insert Date]

Dear [Volunteer's Name],

We are delighted to inform you that your application to volunteer with **[Organization Name]** has been accepted. Thank you for your willingness to contribute your time and effort to our cause.

Your Assigned Role: [Insert Volunteer Role]

Expected Start Date: [Insert Start Date]

Shift Preferences

We have received your preferred shift details and will do our best to schedule accordingly. Please find your available shifts below:

- **Preferred Days:** [List Preferred Days]
- **Preferred Shift Times:** [List Preferred Times/Hours]

Your shift schedule will be confirmed prior to your start date. If there are any changes or additional availability, please inform us as soon as possible so we may accommodate your preferences.

Next Steps

1. Please confirm your acceptance of this volunteering opportunity and your preferred shifts by replying to this letter or contacting us at [Contact Email/Phone].
2. Attend volunteer orientation on [Insert Date/Time/Location].
3. Complete any outstanding paperwork or training modules prior to your first shift.

We truly appreciate your commitment and look forward to working together to make a positive impact. Welcome to the team!

If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title/Role]

[Organization Name]

[Contact Information]