

[Your Organization's Letterhead]

Date: [Insert Date]

[Applicant's Name]  
[Applicant's Address]  
[City, State, ZIP Code]

Dear [Applicant's Name],

We are pleased to inform you that you have been selected for the volunteer position at [Organization's Name]. We appreciate your interest in supporting our mission and are confident that your skills and enthusiasm will make a positive impact on our programs.

To prepare you for your new role, we invite you to attend our mandatory volunteer training sessions. As per your indicated availability, your training is scheduled as follows:

- **Date(s):** [Insert Training Dates]
- **Time:** [Insert Training Times]
- **Location:** [Insert Training Location / Online details]

During these sessions, you will receive important orientation information and skill development relevant to your duties. Please ensure that you attend all scheduled training, as completion is required before you begin your volunteer assignment.

If you have any questions or if your availability has changed, kindly contact us at [Contact Information] as soon as possible.

We look forward to welcoming you to our volunteer team and appreciate your commitment to making a difference.

Sincerely,

[Your Name]  
[Your Title]  
[Organization's Name]  
[Contact Phone or Email]