

Volunteer Acceptance Letter Template

[Your Organization's Letterhead or Logo]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State ZIP Code]

Dear [Applicant's Name],

Congratulations! On behalf of [Organization Name], I am pleased to inform you that your application for the position of **[Volunteer Position]** has been accepted.

We greatly appreciate your willingness to donate your time and talents to our organization. Your commitment plays a vital role in helping us achieve our mission of [briefly state mission]. We are excited to welcome you to our team!

Your position: [Volunteer Position]

Start Date: [Start Date]

As discussed, your availability on weekends is especially important to us. Your willingness to volunteer on weekends will help ensure that our programs and services run smoothly. Please confirm your availability for weekend shifts and let us know if there are any specific dates or times we should be aware of.

The next steps in your onboarding process are as follows:

- Attend the volunteer orientation on [Date/Time]
- Complete the necessary paperwork and training
- Meet with your supervisor, [Supervisor Name], for team introductions and further instructions

If you have any questions or need further information, please feel free to contact me at [Email Address] or [Phone Number].

Thank you once again for choosing to volunteer with [Organization Name]. We look forward to working with you and making a positive impact together.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]