

[Date]

[Applicant Name]

[Applicant Address]

[City, State ZIP Code]

Dear [Applicant Name],

Thank you for your interest in volunteering with [Organization Name] and for submitting your application for the position of [Volunteer Position Title]. We truly appreciate the time and effort you invested in applying, as well as your desire to contribute to our mission.

After careful review of your application and credentials, we were greatly impressed by your extensive experience and impressive qualifications. Your background and skills are exceptional and speak highly of your professional achievements.

However, after thorough consideration, we have determined that your experience significantly exceeds the requirements for the volunteer role in question. Our volunteer program is designed to provide opportunities for individuals seeking to develop foundational skills and gain entry-level experience. We feel that this position would not fully utilize your talents or provide the professional engagement you likely seek.

We want to assure you that this decision is made with respect and in the spirit of fairness to ensure the best fit between our program opportunities and our volunteers. We encourage you to consider applying for more advanced positions or leadership volunteer roles, when available, that might better align with your skills and expertise.

Thank you once again for your interest in [Organization Name], and for your understanding. We wish you every success in your future endeavors and hope our paths may cross again in the future.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]