**VOLUNTEER OFFER LETTER**

|  |  |
| --- | --- |
| [SENDER NAME] [SENDER TITLE] [ORGANIZATION NAME][MAILING ADDRESS]  | Upload Your Logo |

Date: [DATE]

**RE: VOLUNTEER INVITATION**

Dear [CANDIDATE NAME],

On behalf of [ORGANIZATION NAME], we are pleased to offer you the [VOLUNTEER POSITION TITLE] volunteer position.

You have offered [ORGANIZATION NAME] an approximate time commitment of [DESCRIBE TIME COMMITMENT]. If you choose to accept, your position will begin [DATE], and end on [DATE]. These may be subject to change.

The duties and responsibilities of your volunteer assignment include [DESCRIBE VOLUNTEER DUTIES].

This volunteer assignment is unpaid and would be for the above-mentioned fixed term.

Please acknowledge your acceptance of this offer by signing and returning a copy of this letter by [DATE], and we will be in touch with additional information. Don’t hesitate to reach out if you have any questions.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/),[SENDER NAME AND TITLE]

[SENDER PHONE]

[SENDER EMAIL]

Acceptance

Thank you for the opportunity. I formally accept the volunteer position offered in this letter.

Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

Print Name: [CANDIDATE NAME]