

VOLUNTEER OFFER LETTER

Date: _____

RE: VOLUNTEER INVITATION

Dear _____,

On behalf of _____, we are pleased to offer you the _____ volunteer position.

You have offered _____ an approximate time commitment of _____. If you choose to accept, your position will begin _____, and end on _____. These may be subject to change.

The duties and responsibilities of your volunteer assignment include:

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 _____ and we will be in touch with additional information. Don't hesitate to reach out if you have any questions.

Sincerely,

_____, _____

Acceptance

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

Signature: _____

Print Name: _____

eSign