

## Appendix I – Appointment Letter template

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*Insert your organisation logo*

*Organisation Name*  
*Organisation Address 1*  
*Organisation Address 2*  
*Organisation Suburb*  
*City, Postcode*

*<date>*

*Recipient Name*  
*Recipient Address 1*  
*Recipient Address 2*  
*Recipient Suburb*  
*City, Postcode*

Dear *Applicant name*

Thank you for your willingness to volunteer for us and for *<making an application / attending our interview / attending our open day>*.

We are pleased to accept and welcome you as a volunteer.

*[I enclose some background information about our organisation.]*

As we discussed you will start on *<date and time>*. You will start your induction on your first day.

We look forward to you joining us at *<organisation>*. We are confident that you will make a valuable contribution to our organisation and that we can offer you an interesting / rewarding opportunity to support our work. Please let me know if you have any questions in the meantime.

Yours sincerely,

*<Name>*  
*<Title>*