

Sample Acceptance Letter

DATE

NAME
ADDRESS
CITY, STATE ZIP

Dear,

Congratulations! I am pleased to inform you that you have been accepted as a volunteer with the O.S.U. Extension XXXX program in XXXX County. We are extremely pleased that you will be joining the organization as a volunteer and look forward to working with you as you share your talents with individuals, groups or organizations.

Please know that XXXX County requires that all new volunteers participate in a volunteer training and orientation program. Please contact the Extension office at (XXX) XXX-XXXX to register for one of the following training/orientation programs:

[INSERT DATES, TIMES & LOCATIONS]

Again, welcome to O.S.U. Extension, XXXX County. I look forward to working with you as we seek to provide positive, educational programs for individuals, families, groups, and communities in XXXX County.

Sincerely,

Extension Agent

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