VOLUNTEER WELCOME LETTER

(SAMPLE ONLY)

[Club]

[Address]

[Suburb]

[City / town, postcode]

[Address]

[Address]

[Address]

[Date]

Dear [first name of volunteer],

Thank you for giving up your time and welcome to the [Name of club], we are pleased to have you join us.

As you may already know, [Name of club] was established in [year] to promote and support the sport of squash amongst all people in the [region].

Volunteers form the backbone of our club. They are the coaches, referees, fundraisers, managers, cleaners, kitchen helpers, administrators and fans who cheer from the side. We greatly appreciate any time that you can give in helping us to [club goals].

Please see attached welcome pack that will answer some of the questions you may have and point you in the direction of those who can help.

I am always available to answer any questions you may have. Please feel free to contact me with any queries.

Thank you again for giving up your time to volunteer and help make our club more enjoyable. Once again, welcome to the club and I hope you will enjoy your time here.

Yours sincerely,

Name

[Administrator, Volunteer Coordinator]

[Name of club]