



## 8. TEMPLATE FOR LETTER OF ACTIVE ENGAGEMENT

Use the template below to guide the letter you can write to new volunteers when they have completed their induction and basic training, and can now perform as an active operational and/or non-operational volunteer.

Include logos specific to your organisation, service, and/or individual group (if applicable).

Dear **[insert name of volunteer]**,

We are very pleased to inform you that you are now an active volunteer at the **[insert the name of your volunteering group]**. This means you have successfully completed your basic training and are now able to operate actively in the role of **[insert volunteering role here]** within our group.

Thank you so much for your contributions and efforts that you have made so far! We appreciated your efforts in **[insert specific and relevant positive feedback on their efforts and contributions to the group]**.

### WHAT HAPPENS NEXT?

From this point forward, you will be actively operating within our team. Here is what you need to know:

**[Include information on team allocations, roster information, and/or expectations on the number of call-outs they can expect to participate in.]**

We appreciate all the hard work, dedication, and skills that you have contributed to our group. We are excited to have you in our team and are looking forward to seeing you progress in your volunteering.

If you have any questions or concerns, please contact **[insert relevant contact information]**.

Thank you.

Signed by,  
**[Name of Volunteer Leader]**

