**Volunteer confirmation letter sample**

(insert the organization’s name)

(insert contact details)

To whom it may concern,

This letter is to confirm that (insert the volunteer’s name) has been employed in volunteer activities within our organization between the following dates (insert the dates). He dedicated a number of (insert the number) hours of his free time, generously helping us with the main activities:

(Insert the main duties and tasks)

Our organization begun its activity on (insert the starting date) and since then, we are dedicated to (insert the field). We daily help (provide statistical information about the organization’s results) and we intend to (provide information about long term objectives).

The implication of (insert the volunteer’s name) was a great help for us, as he succeeded in (insert some information about the volunteer’s results). Also, during the time spent within our team, he proved (insert qualities and skills based upon the work he performed). We strongly recommend (the volunteer’s name) for (insert the position he is applying for).

If there are any other information I can provide you, please, feel free to contact me at (insert contact details).

Your sincerely,

(insert the name and position)