

Volunteer Motivation Letter

Your Name

Name of Organization

Organization Address

City, State, and Zip Code

Organization Phone Number

Organization Email

Date

Name

Address

City, State, Zip Code

Dear [Name of Addressee];

Greetings!

On behalf of [name of your organization], we would like to extend our thanks for working with us as a volunteer, and for providing your services to the organization. We highly appreciate the volunteer service that you have provided our organization, as well as your sincere desire in helping us run things smoothly.

[Include specific details regarding the positive contributions of the employee to the company].

We are grateful for the time and effort that you have put in for the improvement of the organization. Rest assured, all your efforts have been greatly appreciated, and we look forward to continue our professional relationship with you in creating a better organization with a cause.

It has been a great pleasure working on this project with you. May you have a great day ahead.

Best Regards,

[Your Name and Signature]

Position

Name of Organization