**POD Name**

Dear (*Name*)

Thank you for your willingness to volunteer your services! We look forward to you helping us with (*your unique skills/abilities, volunteer abilities*).

Based upon our previous discussions, your activities as a volunteer will be (*detail the responsibilities*). You will begin (*date/time/location*) and continue for as long as we mutually wish to maintain the relationship. You have indicated that you can spend approximately (*x hours a week/month*) on these activities.

Receipt of this letter makes you an official volunteer with the (*name of POD team*) organization! If you have any questions about your volunteer service, please do not hesitate to reach out to us. Again, thank you for your willingness to donate your time, energy, and expertise. We really appreciate it!

Sincerely,

(*Signature of POD Mgr.*)