

## Volunteer Appointment Letter template

Such a letter must be sent **only** after all pre appointment checks, including a DBS check where applicable, have been considered and approved.

Dear APPLICANT NAME

Appointment to the role of ROLE TITLE

Thank you for agreeing to volunteer with us. As you will no doubt be aware, volunteers are an essential part of life here at BODY. We do hope that you enjoy volunteering with us and feel part of the team.

Please find attached your Volunteer Agreement. Please read through the agreement and this letter and then sign the last page and return to XXXX.

XXXXXXX will induct you into the role, organise the relevant safeguarding training and show you around.

In the meantime, please find attached/links to: (TO BE AMENDED ACCORDING TO CHURCH BODY'S EXACT DOCUMENTATION/REQUIREMENTS)

- Your role description;
- A copy of the Church's Statement of Safeguarding principles;
- Policies and procedures in relation to safeguarding;
- The identity & responsibilities of those with designated safeguarding responsibilities;
- Safe practice and the standards of conduct and behaviour expected;
- Other relevant personnel procedures e.g. whistleblowing, disciplinary procedures.

If there is anything further I can help you with at this stage, please do let me know.

On behalf of the XXXX (e.g. PCC), I thank you for your interest and I look forward to welcoming you to our team.

Yours sincerely,