

Sample Thank You Letter to Volunteer

[Place on Company Letterhead]

[DATE]

[VOLUNTEER NAME]
[ADDRESS]
[CITY, STATE, ZIP CODE]
[COUNTRY]

Dear [VOLUNTEER NAME]:

The phenomenal success of [EVENT] is a reflection of the ever-increasing dedication and enthusiasm HP volunteers' display on a continual basis.

I would like to personally thank you for your recent contribution of time to the [EVENT]. This event would not have been a success without your involvement. Because of your support we [LIST ACCOMPLISHMENTS].

The [PROJECT NAME] was a resounding success, but we couldn't have done it without you! The Project Manager[s], Team Leads [if applicable] and [Agency/Partner Name] appreciate your gift of time, energy and enthusiastic support. We would like to take this opportunity to say a heartfelt "Thank You!" We look forward to working with you again soon.

Best Wishes,

[Name & Signature]