

VOLUNTEER VERIFICATION LETTER

Organization Name: _____ Reference No.: _____

Volunteer Information:

Full Name: _____

Date of Birth: _____

Address: _____

Phone/Email: _____

Verification Details:

This letter serves as official verification that the above-named individual has volunteered their time and services with our organization. The volunteer has participated in activities and projects as assigned and has demonstrated a commitment to the goals and mission of our organization.

Volunteer Role and Responsibilities:

The volunteer's role encompasses a range of duties including, but not limited to, community outreach, event assistance, administrative support, and other tasks as deemed necessary by the organization.

Duration and Hours of Service:

The volunteer's service period has been agreed upon by both parties with an understanding that the volunteer contributes their time on a voluntary basis without expectation of compensation. Service hours are tracked and may be provided upon request.

Legal and Compliance Statement:

This verification letter is issued in good faith and is accurate to the best knowledge of the organization. The volunteer is not an employee and is not entitled to any wages, benefits, or other employee rights under United States federal or state law. The volunteer agrees to comply with all applicable laws, regulations, and organizational policies during their service.

Confidentiality and Privacy:

Both the organization and the volunteer agree to maintain the confidentiality of any sensitive information encountered during the course of the volunteer service, in accordance with applicable laws and organizational policies.

Acknowledgment:

By signing below, the parties acknowledge the accuracy of the information contained in this letter and their agreement to the terms outlined herein.

ORGANIZATION REPRESENTATIVE

VOLUNTEER

Signature: _____

Signature: _____

Original source of this document:

<https://letterdocs-us.com/volunteer-verification-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://letterdocs-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.