

## *Letter of Appointment*

*Date*

*Parish Address*

*Name in full:* \_\_\_\_\_

*Position vetted for:* \_\_\_\_\_

Dear \_\_\_\_\_

I am writing to confirm that you are now in the position to take up your volunteering position in the parish.

Enclosed is a copy of the Code of Behaviour for staff and volunteers. If you have any further questions or wish to discuss a situation arising from your voluntary role, please contact either your group leader or myself. Once you have signed the Volunteer Agreement Form you are ready to begin the role as outlined above. Please sign both of the enclosed Agreement Forms, returning one to me and retaining the other for your records.

If you wish to meet with me at any time, please do not hesitate to get in touch. May I take this opportunity to welcome and thank you for your commitment to the parish.

Yours sincerely

Parish Safeguarding Representative

Encs.