



# Crewe Central Table Tennis Club

## Volunteer Coordinator Welcome Letter

[NEW VOLUNTEER'S NAME]

[NEW VOLUNTEER'S ROLE]

Date:

Dear *[name / prospective volunteer]*

### WELCOME TO CREWE CENTRAL TABLE TENNIS CLUB

My name is *[insert Volunteer Coordinator's name]*, the Volunteer Coordinator at the club, and it is my pleasure to welcome you. The main purpose of my role is to act as a focal point for volunteers and volunteering within the club and help to provide support to all volunteers.

As a club we work hard to attract new volunteers and are keen to ensure all volunteers receive a positive experience and always feel welcomed and valued.

To aid in this we have put together a Volunteer Induction Pack that is included with the letter. This pack includes:

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I trust this will answer any questions you may have. However if you have any further queries please do not hesitate to contact me.

As mentioned we are extremely grateful for you giving your time up to help at our club. I hope you find your time with us an enjoyable experience and we look forward to providing you with a positive experience for many years to come.

If there is anything you feel we can do to improve this or if you have any specific training needs to help you then I would happy to discuss this you.

Kind Regards

*[Volunteer Coordinator's signature]*

*[Volunteer Coordinator's contact details]*