

A standard letter to local employment service

Date:

To whom it may concern

Dear Sir/Madam,

Re (Named volunteer)

(Named volunteer) is currently a volunteer with Canine Partners, contributing an average of (number) hours per week. (He/She) will be undertaking (volunteer role). Associated tasks to gain experience in (his/her) chosen career.

While undertaking this volunteer role, (named volunteer):

1. Will be volunteering for registered charity/not-for-profit organisation), and will not be involved in work which would otherwise be undertaken by a paid person;
2. Will receive no remuneration, only the reimbursement of genuine and reasonable out-of-pocket expenses;
3. Will be advised that (he/she) must still be available for and actively seeking full-time, paid work of at least 40 hours a week and to be able to provide evidence to that effect.
4. Will be able to attend a job interview at 48 hours' notice, and willing and able to take up a job at one weeks' notice.
5. Will receive on-the-job instruction by working alongside one of our own members of staff
6. Will undergo training as required for the role
7. Will receive a reference from Canine Partners if requested.

If you require any further information, please do not hesitate to contact me.

Yours faithfully,

The Volunteering Team