

## VOLUNTEER HOURS LETTER OF RECOGNITION

Organization Name: \_\_\_\_\_

Volunteer Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Phone/Email: \_\_\_\_\_

**Volunteer Service Period:**

From: \_\_\_\_\_ To: \_\_\_\_\_

**Total Volunteer Hours:**  
\_\_\_\_\_

To whom it may concern,

This letter serves as formal recognition of the valuable volunteer service performed by the individual named above ("Volunteer") for the organization named above ("Organization"). The Organization acknowledges that the Volunteer has contributed their time and effort without compensation and has fulfilled the responsibilities assigned during the Volunteer Service Period.

The Organization appreciates the Volunteer's dedication, commitment, and service toward advancing the Organization's mission and objectives. This letter is issued to confirm the number of hours volunteered by the Volunteer during the stated period, as recorded by the Organization.

The Volunteer understands and agrees that this letter does not constitute employment and that no wages or benefits were provided for the services rendered. The Volunteer further acknowledges that no liability or obligation arises from this recognition beyond those expressly stated herein.

This letter may be used by the Volunteer as evidence of volunteer service, including for purposes such as school, employment, or other personal records.

Sincerely,

**Authorized Representative Signature**

**Volunteer Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name:

Name:

Legal Disclaimer: This Volunteer Hours Letter of Recognition is issued solely for the purpose of acknowledging volunteer service hours completed by the Volunteer for the Organization. It does not create any employment relationship or obligations for compensation or benefits. The Organization and the Volunteer agree that this letter is not a contract and that the Volunteer provides services voluntarily without expectation of remuneration and assumes all risks related to the volunteer activities. This letter complies with and is governed by applicable United States laws.

Original source of this document:

<https://lettertemplate-us.com/volunteer-hours-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://lettertemplate-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.