

## Sample Acceptance and Rejection Letters

Dear \_\_\_\_\_,

We are pleased to welcome you as an Extension 4-H volunteer in \_\_\_\_\_ County. The Volunteer Board believes that you will be a valuable addition to the (4-H club, EFNEP, afterschool, etc.) program.

Your next step will be to complete your 4-H Extension Volunteer Agreement and to participate in orientation training. This training is designed to help you learn about the tasks you'll be responsible for and the resources available to help you with your job. A schedule of training dates is as follows:

### Sample Rejection Letter Option #1

Dear \_\_\_\_\_,

After considering your application and the additional information you have provided, the \_\_\_\_\_ County 4-H Volunteer Board has decided not to accept your application to become a 4-H assistant at this time. We appreciate your interest in our organization.