

Letter for Volunteers in receipt of Job Seekers Allowance.

RE: Volunteer Expenses for **Volunteers name:** _____

Address: _____

Dear _____,

The above mentioned person is a volunteer with our organisation and is based at:

Address of place of volunteering: _____

He/she contributes approximately _____ **hours per week** volunteering as a:

volunteer role: _____ in order to gain valuable experience in his/her chosen career.

While undertaking this role he/she: **(please tick relevant boxes)**

- Will not be asked to do work, which would normally be done by some one in paid employment.
- Will receive no remuneration only the reimbursement of genuine and reasonable out of pocket expenses
- Will be available to attend an interview or take up employment at 48 hours notice
- Will be contactable while volunteering should a job opportunity or interview become available. Our organisation will endeavour to pass on messages as quickly as possible
- Will receive the following training, which is essential for the volunteer role:

On the job training: _____ Other training: _____

- Will receive a reference from our organisation if requested.

If you require further information please do not hesitate to get in touch.

Yours sincerely

Volunteer Co-ordinator.

Co-ordinator name: _____ Tel: _____

Co-ordinator address: _____