

# Loreto Sisters

## Letter of Appointment

for

..... (name)  
..... (address)  
..... (volunteering role)

Dear

Thank you most sincerely for applying for the above position. It is with the greatest of pleasure that I can confirm that you have been successful in your application and I am delighted that you have decided to work as a volunteer with Loreto. Please complete the enclosed letter of agreement and return it to me. If you have any further questions about the Loreto children's safeguarding policy, code of behaviour or procedures (which you have already received) please do not hesitate to contact the Loreto recruitment committee.

May I take this opportunity to welcome you and thank you for your commitment to Loreto.

Sincerely Yours,

.....  
Loreto Safeguarding Representative.

Date: .....  
Loreto: .....