

## **SAMPLE LETTER: THANK YOU FOR YOUR SERVICE - Retained**

<Date>

<Volunteer's Name>

<Address>

<City>, <State> <Zip Code>

Dear <Volunteer>

Thank you for your service to the <name> County <4-H / FCS / Master Gardener / ANR / Fine Arts> Program during the 20\_\_ - 20\_\_ program year. Through the service of \_\_\_\_ adult and teen volunteers, the <name> County 4-H program served \_\_\_\_ <youth / families / producers / clients> during this year. We sincerely thank you for your service and commitment to our organization and its programs.

Volunteer service is renewable annually. (I / We) would like to invite you to continue serving in your role as a \_\_\_\_\_ for the upcoming program year. (The 4-H program year ends on August 31.) Unless you inform me otherwise, I will assume that you will continue serving in this role.

I would like for you to complete the enclosed self-evaluation and return it to me at your convenience. By completing this self-evaluation, I hope to better understand your needs and how we can assist you in serving the 4-H program and the youth of <name> County. As always, please feel free to contact me with suggestions for new programs, ways to reach more youth or volunteers, or how to expand the <name> county 4-H program.

Thanks and best wishes.

Sincerely,

< Name of Extension Agent(s)>

Extension Agent, <4-H Youth Development, Family & Consumer Sciences, ANR, Horticulture, Fine Arts>

Enclosures:

- Self-evaluation