

Sample Note of Appreciation From Principal to Volunteer

Dear **[Name]**,

On behalf of the students and staff of **[name of school]**, I want to thank you for volunteering so generously during the past school year.

I know your time is valuable, and your willingness to contribute some of that valuable time to **[name of school]** shows your commitment to the well-being of your child and all of our students. The contributions you have made by **[description of volunteer activities; for example, helping out in Ms. Bates' classroom, helping coordinate the book sale and spring plant sale, or tutoring in the afterschool program]** have really made a difference in our students' educational experience this year.

As you know, students, staff, and parents here at **[name of school]** enjoy a warm, caring community that fosters the highest standards of academic, social, and emotional growth. The efforts of volunteers like you are a vital part of that community.

Thank you again, and I look forward to continuing to work with you in the future.

Sincerely,