

**Thank You Instructions and Template:** *Volunteer Thank You*

This letter template was created for you to send a thank you note to volunteers. We encourage you to customize the letters for your particular needs. *Note:* This template can be used for an email or letter correspondence

Step 1: Replace the ENA logo with your state ENA logo

Step 2: The words highlighted in red brackets are for you to customize

Step 3: Also include your contact information

If you are looking to send a thank you letter to a general member, please refer to the *General Member Thank You template* on the ENA Brand Center.

[VOLUNTEER THANK YOU TEMPLATE]



{Replace ENA Logo with State ENA Logo}

{Date}

Dear {Member Name},

I wanted to take an opportunity to thank you very much for your contributions and dedication to {State} ENA State Council and to the emergency nursing profession.

Without your support we would not be able to accomplish all that we do. Your willingness to take time out of your busy schedule to volunteer for the {State} ENA State Council makes a difference not only in our state but for your colleagues across the nation.

Your efforts as {volunteer role} have been crucial in achieving our goals. You are a great example of the spirit of ENA and are a valued member of the {State} ENA community.

I look forward to a continued partnership.

Thank you again for all your efforts on behalf of {State} ENA State Council.

Sincerely,

{Name}

{State} ENA President

{Email}

{Phone}

{State Council Website]