

## Sample Designation Letter to New Volunteers

You have successfully completed the volunteer orientation/training and are hereby designated as a Volunteer Advocate with the Office of Ombudsman for Older Minnesotans from January 1, 2004 to December 31, 2004.

Your assignment will serve to improve the lives of long-term care residents in (name of the residence where the volunteer is assigned).

Residents and family members will come to know you as someone they can trust and turn to for assistance and compassion. Your volunteer service helps our office fulfill its mission to promote quality of life with dignity for all long-term care residents.

Welcome!

Sincerely,

Sharon K. Zoesch  
Ombudsman for Older Minnesotans

Cc Name of Regional Ombudsman, Office of Ombudsman for Older Minnesotans