



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

LETTER OF APPOINTMENT

Date

Dear Mr./Ms. _____:

I would like to congratulate you on becoming a volunteer, intern, or mentor with the Florida Department of Juvenile Justice. Volunteers, interns, and mentors are an important contributing factor in making the Department's programs more effective. You will be serving as a volunteer, intern, or mentor at the _____.

I cordially welcome you on behalf of my colleagues, and look forward to working with you. Your supervisor will be _____ at _____.

If you have any questions, please feel free to contact your supervisor at _____ or you can reach me at _____.

Sincerely,

Volunteer Liaison

Enclosure