



**AmeriCorps**

Insert Date

Dear [Insert Name](#),

Congratulations! You have completed your 2020-21 AmeriCorps term of service. When you joined the [Insert Program Name](#) AmeriCorps Program, you volunteered to work in a community service capacity. Your service site and the [Insert Program Name](#) staff are well aware that in these times of high expenses and time restraints, you could have opted to work in a different, non-service oriented setting. Thank you for taking the time to positively impact students in our community. You have done a tremendous job in assisting others achieve their academic and personal goals. We hope this experience has had an impact in your life, too. Your dedication and compassion for others has been an inspiration to students, teachers, [Insert Program Name](#) staff, and the community. Thank you!

**According to our review of your service records, you have:**

\_\_\_\_\_ Completed the program successfully and are eligible for a full education award. You will be able to access your education award through your MyAmeriCorps account within two to three weeks after your exit date.

\_\_\_\_\_ Due to compelling circumstances you are eligible for a pro-rated education award. You will be able to access your education award through your MyAmeriCorps account within two to three weeks after your exit date.

\_\_\_\_\_ Total service hours successfully completed.

No matter what type of field you pursue in the future or what road you decide to take after this year of service, you know the importance of helping a child, helping the community, and volunteering your time. We hope that you continue to seek opportunities to serve your community, pursue additional endeavors to be a positive role model and above all, continue your efforts to realize your many dreams. Please pass this knowledge on to your friends and family. Thank you very much.

Sincerely,

[Insert Name and Program Title](#)