

(Address)

**Dear (XXX)**

I am writing to congratulate (Young person name) for completing the Move with Us Leaders Academy programme entry level with (Clubs Name).

Move with Us Leaders Academy is a programme designed by Active Essex to support the next generation of Leaders, Volunteers and Coaches who would like to develop within the Sport and Physical Activity sector and beyond. The programme offers valuable experience in community sport settings, help build confidence, demonstrate leadership skills, and develop vital skills to support their development into life and future career pathways.

During their time as part of the Move with Us Leaders Academy (Young person name) has shown commitment to supporting children and young people and gaining valuable experience in coaching. (Young person name) has worked with (name of organisation) and completed (number of hours) of volunteering over (add date of completion).

We would like to thank (XXX) for their hard work and hope you have gained valuable experiences. We look forward to seeing all the amazing things you’ll go on to achieve and hope to further continue being a young leader as part Move with Us Leaders Academy programme.

**Kind regards**

**Active Essex**

**(Organisation Name)**