

Volunteer Confirmation Letter

Dear [Volunteer's Name],

Subject: Volunteer Confirmation Letter

I am writing to confirm your participation as a volunteer for [Organization/Event Name]. We are grateful for your commitment and dedication to support our cause through your valuable time and effort.

Here are the details of your volunteer assignment:

- Event/Organization: [Organization/Event Name]
- Date(s) and Time(s) of Volunteer Shift: [Date(s) and Time(s)]
- Volunteer Role: [Brief description of the volunteer role and responsibilities]
- Location: [Venue/Address]
- Contact Person: [Name and contact details of the person you can reach out to for any inquiries]

Please make sure to arrive at the designated location at least [X] minutes before your shift starts.

This will give you enough time to check in, receive any necessary instructions, and familiarize yourself with the surroundings.

As a volunteer, we expect you to uphold the values and principles of our organization and adhere to any guidelines provided. Your responsibilities may include [specific tasks or duties], and we encourage you to approach your role with enthusiasm, professionalism, and a positive attitude.

If, for any reason, you are unable to fulfill your commitment, kindly inform us as soon as possible so that we can make necessary arrangements. Your punctuality and reliability are greatly appreciated.

We would like to express our gratitude for your selfless service and willingness to make a difference in our community. Volunteers like you are instrumental in achieving our mission and providing essential support to those in need.

If you have any further questions or need additional information, please do not hesitate to contact [Contact Person's Name] at [Contact Person's Phone Number] or [Contact Person's Email Address].

Thank you once again for your invaluable contribution. We look forward to working with you and

making a positive impact together.

Yours sincerely,

[Your Name]

[Your Title/Position]

[Organization Name]