Formal Volunteer Confirmation Letter

Subject: Confirmation of Volunteer Engagement
Dear [Volunteer Name],
We are pleased to confirm your participation as a volunteer for [Event/Organization Name]. Your
assigned role will be [Role/Task] on [Date] at [Venue/Location].
Please report at [Reporting Time] and bring any required materials listed in your volunteer packet.
Your dedication and support are greatly appreciated.
Thank you for your commitment.
Sincerely,
[Organizer Name]
[Organization Name]
[Contact Information]

Get more templates here: https://www.lettersandtemplates.com/letters/volunteer-confirmation-letter