

Workshop Participation Confirmation

Date: [Insert Date]

Dear [Volunteer Name],

We are pleased to confirm your participation as a volunteer in the upcoming workshop titled "[Workshop Title]" scheduled for [Date] at [Location]. Your support is invaluable in making this event a success.

Details of the workshop:

- Workshop Date: [Insert Date]
- Time: [Insert Start Time] to [Insert End Time]
- Location: [Insert Location]
- Agenda: [Brief Overview of Agenda]

Please arrive at least [Insert Time] before the workshop begins for a brief orientation. Your responsibilities will include [List Responsibilities].

If you have any questions or need further information, please feel free to contact us at [Contact Information].

Thank you for your commitment and enthusiasm in supporting our workshop!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Organization Contact Information]