

Volunteer Assignment Notification

Dear [Volunteer Name],

We are thrilled to inform you that you have been assigned as a volunteer for the upcoming [Event Name] taking place on [Date] at [Location]. Your contribution is invaluable to the success of this event.

Details of Your Assignment:

- **Role:** [Your Role]
- **Time:** [Start Time] to [End Time]
- **Location:** [Event Location]
- **Contact Person:** [Contact Name & Phone Number]

Please arrive 15 minutes early for a brief orientation session. If you have any questions, feel free to reach out to us.

Thank you for your commitment to making [Event Name] a success!

Best regards,

[Your Name]

[Your Position]

[Club/Organization Name]

[Contact Information]